

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

January 5, 2004  
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Lester Heitke. Members present on a roll call were Mayor Heitke, Council Members Doug Reese, Ron Christianson, Bruce DeBlieck, Denis Anderson, Nancy Houlahan, Rick Fagerlie, Jim Dokken, and David Chapin; Present 9, Absent 0.

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

Council Member Reese offered a motion adopting the Consent Agenda which included the following: Special and Regular City Council Minutes of December 15, Municipal Utilities Commission Minutes of December 23, Planning Commission Minutes of December 23, and Police Commission Minutes of October 23, 2003. Council Member Christianson seconded the motion, which carried.

Mayor Heitke acknowledged that no one had signed up to address the City Council during its scheduled Open Forum.

The Finance Committee Report for December 22, 2003, was presented to the Mayor and Council by Council Member Anderson. There were four items for Council consideration.

Item No. 1 Mr. Larry Koeninger from the Willmar Public Library came before the Committee to request authority to use some of the capital reserve for upgrading of computer hardware necessary to run the Library's circulation and interlibrary loan software. The reserve was funded with excess sales tax dollars and set at \$300,000. Mr. Koeninger was requesting the use of approximately \$49,000.

The Committee was recommending the Council introduce a resolution to appropriate money from the Library Reserve account to cover the purchase of new computer equipment at the Willmar Public Library. Resolution No. 1 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, read by Mayor Heitke, and approved on a roll call vote of Ayes 8, Noes 0.

**RESOLUTION NO. 1**

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to amend the General Fund Library Budget:

Increase:	Appropriations	
	Equipment – Computers	\$ 49,500.00
Decrease:	Reserves	\$ 49,500.00

Dated this 5<sup>th</sup> day of January, 2004.

/s/ Kevin Halliday  
Attest: CITY CLERK

/s/ Lester Heitke  
MAYOR

Item No. 2 The Committee considered an amendment to the lease agreement between Kandiyohi County and Pioneerland Library System. The amendment would extend the lease through the year 2011 and add a termination clause. Noting the agreement was between the County and Pioneerland Library System, the City was being asked for its consent to the recommended changes because any lease revenues are eventually deducted from the City's share of annual maintenance costs.

The Committee was recommending the Council approve the Pioneerland Library System lease amendments as presented. Council Member Anderson moved to approve the recommendation of the Finance Committee with Council Member Fagerlie seconding the motion, which carried.

Item No. 3 The Committee reviewed the criteria used to evaluate the responses to the City's Audit Request for Proposals (RFP). There were three areas listed in the RFP's used for the evaluation. The first was Mandatory Elements, requiring the firm to be independent and licensed in the State of Minnesota. The firm must have no conflicts of interest with the City of Willmar, adhere to the instructions in preparing and submitting the proposal, and submit a copy of its last external quality control review report. All the firms met these criteria.

The second was Technical Quality, which asked the firms to explain their experience in auditing other comparable government engagements, professional personnel, experience with GFOA Certificate, and to explain the adequacy of staffing, sampling techniques and analytical procedures. It was felt that all firms also met these criteria.

The third and final area was Price. Staff presented a summary of the costs by firm as submitted.

The Committee was recommending the Council introduce a resolution authorizing the Mayor and City Administrator to enter into a professional service contract with the auditing firm of Westberg, Eischens and VanBuren for the 2003 and 2004 audit. Resolution No. 2 was introduced by Council Member Anderson, seconded by Council Member Dokken, read by Mayor Heitke, and approved on a roll call vote of Ayes 7, Noes 0, Council Member Chapin abstained from voting.

#### RESOLUTION NO. 2

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 Professional Service contract with Westberg, Eischens and VanBuren for the City of Willmar's 2003 and 2004 audit.

Dated this 5<sup>th</sup> day of January, 2004.

/s/ Lester Heitke  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 4 The Committee reviewed the following reports: November Rice Trust, Investment and Kandiyohi Area Transit. This matter was for information only.

The Finance Committee Report for December 22, 2003, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Anderson,

seconded by Council Member Fagerlie, and carried.

The Public Works/Safety Committee Report for December 23, 2003, was presented to the Mayor and Council by Council Member Reese. There were three items for Council consideration.

Item No. 1 The Committee discussed the status of the WEAC Air Conditioning project. This project was not awarded last year due to the bids coming in higher than anticipated. Staff recommended proceeding with bids subsequent to additional budget allocations and fund-raising efforts.

The Committee was recommending the Council approve plans and specifications and authorize advertisement for bids. Resolution No. 3 was introduced by Council Member Reese, seconded by Council Member DeBlieck, read by Mayor Heitke, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 3

WHEREAS the City Engineer of the City of Willmar has presented to the City Council plans and specifications for air conditioning in the WEAC building 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 26th day of January, 2004, at the City Office Building, 333 Southwest Sixth Street, Willmar, Minnesota.

Dated this 5<sup>th</sup> day of January, 2004.

/s/ Lester Heitke  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 2 The Committee reviewed a list of the proposed improvements and schedule for 2004. The list includes requests received from developers for new construction, scheduled reconstruction areas, overlay, street lighting, underground utility work, and miscellaneous items. Staff proposed using the list to develop a feasibility report to present to Council.

The Committee was recommending the Council order the preparation of the 2004 Improvement Report. Resolution No. 4 was introduced by Council Member Reese, seconded by Council Member Christianson, read by Mayor Heitke, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 4

ORDER OF IMPROVEMENT REPORT

WHEREAS, it is proposed to construct the following improvements under the 2004 Improvement Project:

grading, gravel base, curb and gutter, tiling, bituminous pavement, sidewalk, service lines, sanitary sewer, storm sewer, water main, and street lighting

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).



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SECRETARY TO THE COUNCIL