

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

December 20, 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 George Berg; Present 9, Absent 0.

Also present were City Administrator Michael Schmit, Police Chief Jim Kulset, Fire Chief Marv Calvin, Public Works Director Mel Odens, Finance Director Steven Okins, Community Education and Recreation Director Steve Brisendine, City Planner Megan Sauer, and City Clerk Kevin Halliday.

Council Member DeBlieck offered a motion adopting the Consent Agenda which included the following: City Council Minutes of December 6, Rice Hospital Board Minutes of December 1, Municipal Utilities Commission Minutes of December 13, Planning Commission Minutes of December 15, Housing Redevelopment Committee Minutes of November 9, Senior Citizens Board Minutes December 1, Zoning Appeals Board Minutes December 6, and Airport Commission Minutes of November 30 and December 7, 2004. Council Member Reese seconded the motion, which carried.

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

Stephanie Myogeto, Convention and Visitors Bureau Executive Director, presented to the Mayor and Council a 2004 CVB update. Ms. Myogeto reviewed goals of the CVB, conventions held in Willmar, tourism dollars spent in the area, and scheduled 2005 conventions forthcoming which includes the Minnesota State Bowling Association 14-week bowling tournament. This matter was for information only.

The Finance Committee Report for December 13, 2004, was presented to the Mayor and Council by Council Member Anderson. There were three items for Council consideration.

Item No. 1 Stephanie Myogeto and Travis Szczesniak from the Convention and Visitors Bureau appeared before the Committee to explain the CVB Board's request to increase the Special Project Budget by \$1,000. The Board saw a need to help Celebrate Art, Celebrate Coffee Festival expand to bring more overnight visitors and tour operators to the area.

It was noted the additional appropriation would come from the undesignated reserve of the Convention and Visitors Bureau and would not have a negative impact on operations. Following discussion, the Committee was recommending the Council pass a resolution to increase the 2004 CVB Budget as requested. 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 Convention and Visitors Bureau Fund as follows.

Decrease:	Reserve	\$ 1,000
Increase:	Appropriations – Special Projects	\$ 1,000

Dated this 20th day of December, 2004.

/s/ Lester Heitke
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 2 The Committee considered an Ordinance that would amend the present City sewer rates by 6.35 percent. Staff explained the Ordinance is part of an ongoing funding plan to enable the City to construct a new Wastewater Treatment Facility by the year 2010 and the proposed increase would generate approximately \$151,500 annually. This will be the fourth year of scheduled increases since the adoption of the facility plan.

The Committee was recommending the Council introduce the proposed Ordinance. Council Member Anderson offered a motion to introduce the Ordinance Amending Sections 2, 3 and 5 of the Rate Schedule for Users of the City of Willmar Waste Treatment Plant and set a public hearing for January 10, 2005. Council Member Fagerlie seconded the motion, which carried.

Item No. 3 The Committee reviewed the September Pioneerland Library, October Rice Trust, Investment, Rice Hospital, WRAC-8 and CVB reports. This matter was for information only.

The Finance Committee Report for December 13, 2004, 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 14, 2004, was presented to the Mayor and Council by Council Member Reese. There were six items for Council consideration.

Item No. 1 The Committee was informed by staff that the Willmar Police Department performed compliance checks at 4 off-sale and 12 on-sale liquor establishments in Willmar. Of those checked, two on-sale and one off-sale failed as first violators: La Neuva Rosita's, Golden Palace, and Liquor Mart. In accordance with City ordinance, a first violation requires a written warning to the license holder and an appearance at a regularly scheduled meeting of a Committee of the Council. The purpose of this meeting is to discuss ways in which the license holder can avoid further violations.

Jose' Gasca, license holder for La Neuva Rosita's, was present to explain to the Committee measures being taken to eliminate future violations. Mr. Gasca stated all employees would be attending training provided by the Willmar Police Department.

Dirk Halonen, license holder for Liquor Mart then appeared before the Committee. Presently there are only two employees for the establishment and he intends to alternate attendance at the training sessions provided by the Willmar Police Department.

Kent Luu, license holder for Golden Palace was present and stated his complete staff will be retrained by the Willmar Police Department. Chief Kulset stated the department has already been contacted for arrangements.

This matter was for information only.

Item No. 2 Staff informed the Committee bids were received for the construction of the terminal and FBO buildings in November 2004. The bids received were well over budget and staff has been meeting with the consultant and architect to review construction options for both buildings in an attempt to lower costs. A major option developed by staff was to eliminate the fire suppression systems for both buildings until a later date. The Building Official has agreed to this concept contingent upon the installation of smoke and heat detectors. The elimination of the fire suppression system is further justified by added separation between buildings and the fact that City water is not available to the site. It was also felt that spring construction versus winter construction would be another savings.

Other options and staff recommendations were forwarded to the Airport Commission for their review. The Commission concurred with the majority of the changes recommended, with the exceptions of the roof design and the proposed reconfiguration of the pilot lounge. Mr. Steve Nedrelow presented the recommendations on behalf of the Airport Commission.

Staff then stated that in order to rebid the project the Committee needs to decide which revisions are to be made. The Committee was recommending the Council authorize the redesign and preparation of plans and specifications based upon the recommended revisions of the Airport Commission for bids to be opened in February 2005. Resolution No. 2 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. 2

BE IT RESOLVED by the Willmar City Council that revised plans and specifications for the Airport Terminal and FBO Buildings be approved and that the City Administrator is authorized to call for bids to be opened in February, 2005.

Dated this 20th day of December, 2004.

/s/ Lester Heitke
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

The Committee further recommended the Council reject the former bids received. Council Member Reese moved to approve the recommendation of the Public Works/Safety Committee with Council Member DeBlieck seconding the motion, which carried.

Item No. 3 The Committee reviewed the final pay request to Sorenson Bros. Inc. in the amount of \$111,329.11 for the 2002 Airport Grading Project. This was the first of three grading project contracts for the airport. The contractor has successfully completed the terms of the contract and staff recommends acceptance.

The Committee was recommending the Council accept the project as constructed and authorize final payment. 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 8, Noes 0.

RESOLUTION NO. 3

ACCEPTING PROJECT AND AUTHORIZING FINAL PAYMENT
IMPROVEMENT: Airport Grading and Drainage Project No. 2002-05 Phase I

CONTRACTOR: Sorenson Bros., Inc.
DATE OF CONTRACT: September 18, 2002
BEGIN WORK: November 6, 2002
COMPLETE WORK: October 24, 2003
APPROVE, CITY ENGINEER: December 14, 2004

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

1. The said Airport Grading and Drainage Project No. 2002-05 Phase I be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$2,065,621.47
Change Orders	\$3,489.90
FINAL NET CONTRACT AMOUNT, PROPOSED:	\$2,069,111.37
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$2,016,081.37
Less Previous Payments	\$1,904,752.82
FINAL PAYMENT DUE CONTRACTOR:	\$111,329.11

Dated this 20th day of December, 2004.

/s/ Lester Heitke
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 4 The Committee reviewed quotes for the 2005 Sanitation Requirements. Two quotes were received with the lowest one being from West Central Sanitation in the amount of \$29,455.00. The Committee was recommending the Council accept the quote of West Central Sanitation and authorize the Mayor and City Administrator to enter into an agreement on behalf of the City.

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

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the quote of West Central Sanitation, Inc. of Willmar, Minnesota for the 2005 Annual Sanitation Requirements is accepted, 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 the vendor for the terms and consideration of the contract in the amount of \$29,455.00.

Dated this 20th day of December, 2004.

/s/ Lester Heitke
MAYOR

/s/ Kevin Halliday

Attest: CITY CLERK

Item No. 5 The Committee reviewed quotes received for the 2005 Towing Requirements. One quote was received from Ed's Service Center in the amount of \$35,050.00.

Staff explained the need to increase the Administrative Fee charged for any tows within the City to cover the increase in cost. In 2004 a tow charge was \$39.95 and in 2005 it will be \$50.00. Staff recommended increasing the total charges to \$100.00 in 2005, up from \$90.00 in 2004.

The Committee was recommending the Council accept the quote of Ed's Service Center, authorize the Mayor and City Administrator to enter in an agreement on behalf of the City, and authorize staff to increase the towing charges to \$100.00. Resolution No. 5 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. 5

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the quote of Ed's Service Center & Sales, Inc. of Willmar, Minnesota for the 2005 Annual Towing Requirements is accepted, 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 the vendor for the terms and consideration of the contract in the amount of \$35,050.00.

Dated this 20th day of December, 2004.

/s/ Lester Heitke
MAYOR

/s/ Kevin Halliday

Attest: CITY CLERK

Item No. 5 City staff presented information and requested permission for a planned house burn at 5810 SW 22nd Street. Staff intends to conduct training in the building and have the final burn completed prior to March 2005.

The Committee was recommending the Council approve staff's request to conduct a house burn for training purposes at 5810 22nd Street SW. Council Member Reese moved to approve the recommendation of the Public Works/Safety Committee with Council Member Reese seconding the motion, which carried.

The Public Works/Safety Committee Report for December 14, 2004, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Reese, seconded by Council Member Christianson, and carried.

The Labor Relations Committee Report for December 15, 2004, was presented to the Mayor and Council by Council Member Houlahan. There were two items for Council consideration.

Item No. 1 City Administrator Schmit presented to the Committee a series of recommendations to revise job descriptions and position classifications as follows:

A. Information Systems Coordinator. The position is being reestablished pursuant to City Council

action incorporating a second Information Systems position in the 2005 Budget. The job description is the same as that of the Coordinator a number of years ago and will be placed in the Department Head, First Line Supervisor, Confidential Employees Group at a pay range 8.

The Committee was recommending the Council approve the Information Systems Coordinator position as presented. Council Member Houlahan moved to approve the recommendation of the Labor Relations Committee with Council Member Christianson seconding the motion, which carried.

- B. The Arena/Pool Maintenance Worker. The Arena Maintenance Worker position classification is being revised to reflect additional responsibilities at the City's new Aquatic Center. The Arena/Pool Maintenance Worker is in pay range 4 and included in the Public Works AFSCME Group and will be assigned to the Civic Center/Dorothy Olson Aquatic Center. The job description will state the same minimum qualifications as Public Works Operators, including Class A Commercial Drivers License.

The Committee was recommending the Council approve the Arena/Pool Maintenance Worker position as presented. Council Member Houlahan moved to approve the recommendation of the Labor Relations Committee with Council Member Berg seconding the motion, which carried.

- C. Clerk-Typist. The position at the Willmar Fire Department warrants an upgrade from Range 2 to Range 3 to reflect additional responsibilities and conformance to comparable Clerk-Typist positions throughout the City organization.

The Committee was recommending the Council approve the Clerk-Typist position as presented. Council Member Houlahan moved to approve the recommendation of the Labor Relations Committee with Council Member Reese seconding the motion, which carried.

Item No. 2 Chair Houlahan invited the Mayor and all Council Members to participate in the performance evaluation of City Administrator Michael Schmit. Council Members discussed individual evaluation results and reviewed progress on City Council 2004 goals and objectives. A lengthy discussion ensued and it was the consensus of those present that 2005 goals and objectives would be developed at the planned January 21 – 22, 2005, City Council Strategic Planning Session. This matter was for information only.

The Labor Relations Committee Report for December 15, 2004, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Houlahan, seconded by Council Member Christianson, and carried.

City Clerk Halliday informed the Mayor and Council that the following establishments have requested renewal of their current Sunday Liquor Licenses: On-Sale – Applebee's, Blue Heron on the Green, Centre Point Mall Bar & Grill, El Tapatio, Green Mill, Vannandy's and Grizzly's Grill and Saloon; and Club On-Sale – American Legion Post 167, Fraternal Order of Eagles and VFW Post 1639. Following discussion, Council Member Fagerlie moved to approve of the Sunday Liquor Licenses as presented. Council Member DeBlieck seconded the motion which carried on a roll call vote of Ayes 8, Noes 0.

City Planner Sauer presented to the Mayor and Council a preliminary plat for Valhalla Shores, a four-lot plat for single-family home development on Foot Lake. It was noted there are some conditions the Planning Commission attached to slow discharge flow into the lake. Following discussion, Council Member Christianson moved to approve the preliminary plat for Valhalla Shores with Council Member Fagerlie seconding the motion, which carried.

City Planner Sauer presented to the Mayor and Council an Ordinance to Rezone Certain Lands from Ag to R-2. Dale Nelson proposes the rezoning of property east of Pheasant Run from Ag to R-2 for the purpose of residential single-family and twin-home development. The proposal is consistent with the Comprehensive plan and has been approved by the Planning Commission. Council Member Anderson offered a motion to introduce the Ordinance to Rezone Certain Lands from Ag to R-2 and to set a hearing for January 10, 2004. Council Member Fagerlie seconded the motion, which carried.

Mayor Heitke acknowledged and expressed appreciation to George "Corky" Berg for filling David Chapin's vacancy since August. Mr. Berg thanked the Mayor, Council and citizens of Ward Two. The Mayor presented and read a plaque.

Mayor Heitke acknowledged and expressed appreciation to Nancy Houlahan, Third Ward Council Member from October, 1997, through January, 2005. Ms. Houlahan thanked the citizens of Ward Three for the enjoyable experience, noting she had learned a great deal; and thanked the Mayor, Council and staff for their time and commitment.

Announcements for Council Committee meeting dates were as follows: Public Works/Safety, January 4; and Community Development, January 6, 2005. it was noted the Council's Biennial Meeting will be held on January 10, 2005.

Mayor Heitke presented the following reappointments to the Council for consideration: Airport Commission - David Solsrud; Municipal Utilities Commission - Marv Kray; Planning Commission - Audrey Nelson, Jay Lawton and Rollie Swenson; Rice Hospital Board – Verna Kelly; and Housing and Redevelopment Authority – Suzanna Hunnicutt. Council Member Reese moved to approve the reappointments as presented with Council Member DeBlieck seconding the motion, which carried.

Mayor Heitke presented the appointment of Dr. Brian Boe to the Pioneerland Library Board. Council Member Anderson moved to approve the appointment as presented with Council Member Berg seconding the motion, which carried.

There being no further business to come before the Council, the meeting adjourned at 8:13 p.m. upon motion by Council Member Houlahan, seconded by Council Member Berg, and carried.

Attest:

MAYOR

SECRETARY TO THE COUNCIL