

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

June 15, 2015
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 Ron Christianson, Andrew Plowman, Denis Anderson, Rick Fagerlie, Steve Ahmann, Jim Dokken, Audrey Nelsen, and Tim Johnson; Present 9, Absent 0.

Also present were Interim City Administrator Kevin Halliday, Planning and Development Director Bruce Peterson, Public Works Director Sean Christensen, Community Education and Recreation Director Steve Brisendine, Police Chief Jim Felt, Police Officer Gene Schneider and City Attorney Robert Scott.

Mayor Calvin asked to comment toward the end of the meeting on the four proposals received by firms to assist with the Executive Search of a City Administrator.

Council Member Anderson offered a motion adopting the Consent Agenda as presented which included the following: City Council Minutes of June 1, Municipal Utilities Commission Minutes of June 8, Planning Commission Minutes of June 10, Accounts Payable Report through June 10, Building Inspection Report for May, and Police Commission Minutes of May 7, 2015. Council Member Ahmann seconded the motion.

At 7:01 p.m. Mayor Calvin opened the Hearing for the Annual Storm Water Permit/Pollution Prevention Program. Public Works Director Sean Christensen brought forth the information relating to the City's 2014 Storm Water Report, which is part of an annual permitting requirement of the MPCA. The report provided an update on the City's status of compliance with the MS4 permit conditions and what the City has done in 2014, what the City is currently doing in 2015 and what future storm water compliance plans are scheduled. The City inspected and inventoried ponds and wetlands, conducted erosion and sediment control site inspections, 3,555 CY of sediment was removed from City streets and 151 of the total 163 outfalls have been inspected since 2008 with 56 outfalls and 21 ponds done in 2014. MS4 accomplishments in 2014 were the adoption of the illicit discharge ordinance, the watershed management plan and the removal of trees from the Civic Center Drive pond. Mr. Christensen touched on the MS4 accomplishments planned for 2015.

Mr. Joe Ridler, 1912 - 20th Avenue SW, spoke during the public hearing mentioning how the dirt/debris that is collected from the City streets goes to the landfill to be reused. He expressed his concern that the sites being considered for the construction of a new school have proper retention ponds to hold back the stormwater. He also questioned what effects the Grass Lake Project will have and the discharge of Ditch 23-A.

Public Works Director Christensen responded to Mr. Ridler's questions stating the material collected off the streets is considered hazardous and must go the landfill. He is unsure if they use it for fill material. He stated he is in direct contact with the County/State relating to the Grass Lake Project and they continue to meet. The bottom line is it should not change the City of Willmar's water significantly; it will just be more efficient downstream. Mr. Christensen's understanding from meetings with the County is that Lake Wakanda will not be adversely affected by the plans for Grass Lake. As far as the school site selection, Mr. Christensen stated every project is brought before the Planning and Engineering offices of the City for stormwater review.

Hearing all those who wished to be heard, the hearing closed at 7:15 p.m.

Following discussion, Council Member Fagerlie moved to accept the 2014 Storm Water Permit/Pollution Prevention Program report with Council Member Anderson seconding the motion, which carried.

Mayor Calvin recognized Police Chief Jim Felt who came before the Council to introduce Jim Zilka representing CenterPoint Energy. Mr. Zilka came forward and gave some background information relating to the Community Partnership Grant started in 2003 that has to date donated \$1.8 million to the communities they serve. In April of 2015 the Willmar Police Department applied for a grant for two replacement AED's, 32 traffic safety vests and first aid equipment in the amount of \$1,800. Mr. Zilka presented the check to Chief Felt on behalf of the City. Mayor Calvin entertained a resolution from the Council.

Resolution No. 1 was introduced by Council Member Ahmann, seconded by Council Member Christianson, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 1

WHEREAS, CenterPoint Energy has agreed to donate to the City of Willmar Automated External Defibrillators (AED's) valued at \$1,800;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar, Minnesota, that the City accept the donation of the Automated External Defibrillators (AED's) valued at \$1,800 from CenterPoint Energy and that the City Administrator be directed to express the community's appreciation for the donation.

Dated this 15th day of June, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Mayor Calvin recognized Willmar Fests Board Vice President James Miller who thanked the City Council and staff for their help and support and extended invitations to the events scheduled for the 70th annual community celebration. New this year is a kid's carnival at Robbins Island free of charge sponsored by Jennie-O Turkey Store with the turkey taco truck giving out free tacos while supplies last. There will also be the first annual rib fest titled "Hog Heaven" from 4-6 p.m. on Friday night. Also planned is to bring back the flag raising ceremony to kick off Willmar Fests at Selvig Park on Tuesday at 8 a.m.

He then introduced the 2015 Willmar Fests Royalty: Aqua Princess, Liz Haug, International Princess, Raquel Aguilar and Queen of Festivals, Janessa Palmer. Ms. Palmer thanked the Mayor and Council for their past support and for making Willmar a great place to live. She described the events they have attended as representatives of Willmar. Mayor Calvin thanked them for their commitment as Ambassadors for the City and for their attendance at numerous parades and city celebrations.

Mayor Calvin introduced Lori Tostenson to present the KC Dog Presentation. The brief history for development of a dog park started in April 2014 when a group of eight dog owners gathered with the intention of developing an off-leash dog park in the community. A Dog Park Subcommittee was added to the Vision 2040 Goal #3, Things to Do Category. Expert analysis identified four potential sites in Willmar, with Lions Park proposed as the ideal location and included in the accepted Master Park Plan. A group of citizens are actively engaged in fundraising for its development and have met with representatives of Lions Park who feel the park was underutilized. They are in agreement and would like to see the Dog Park Committee use the Lions Park area for this purpose. A schematic of the proposed park was shown and the goals of the committee were expressed. She announced that Willmar has made it through the First Phase of the Pet Safe Bark for Your Park Contest. There were 300 communities competing and Willmar is one of the top fifteen

that put in for the \$100,000 contest to build a park. Phase Two starts on Wednesday, June 17 – July 22, 2015. She encouraged people to vote. Mayor Calvin thanked the group for all their hard work.

Mayor Calvin recognized Joe Ridler, 1912 – 20th Avenue SW, who signed up to speak at the Open Forum. Mr. Ridler stated he had been before the Council at the April 4th meeting with several questions one being a request of the City to contact the State of Minnesota to clean out the culverts on Ditch 23-A. To date Mr. Ridler has not received a response to his questions. He addressed fecal count testing in the southeast part of the City stating the State of Minnesota has changed the watersheds and how they are managed and the City needs to be prepared. He stated the sand removed from the streets is the used as a top dressing in our landfill in rotating the garbage and commented that grass clippings have a lot of nitrogen and when left in the streets, they are being discharged in our storm system going to the lakes and creating algae bloom.

Sue Quist, 1451 Hansen Drive SW, and Ward 2 resident presented a plea to the Recall Ron Group to stop the bullying of the Council. The neighborhoods have been canvassed two to three more times with their petitions. Stop the bullying as residents are feeling harassed by your self-serving agenda.

The Finance Committee Report for June 8, 2015 was presented to the Mayor and Council by Council Member Anderson. There were seven items for consideration

Item No. 1 There were no comments from the public.

Item No. 2 Willmar Municipal Utilities (WMU) Finance Director Tim Hunstad presented their proposed Residential Net Energy Service Rate of \$0.1003. This rate was calculated based on established formulas required by Minnesota Statute and is to be available for any small qualifying facility (SQF) of less than 40 kW capacity that offsets energy delivered by the WMU's Electric Department. The WMU has received an application from a residential consumer who is intending to construct a solar generation facility and desires to sell excess energy back to WMU.

It was the Committee's recommendation to the Council to set a public hearing for July 6, 2015, on an ordinance authorizing the proposed Residential Electric Net Energy Service Rate of \$0.1003 as presented. A motion was made by Council Member Anderson to set a hearing for 7:01 p.m. on July, 6, 2015. Council Member Christianson seconded the motion, which carried.

Item No. 3 Staff explained to the Committee that in order to finance the street improvements already authorized by the City Council, \$1,400,000 of Bonds is needed to fund a portion of the \$2,138,231 in proposed improvements. The Bonds along with funds from the State MSA, remaining Local Option Sales Tax and MUC will fund the improvements as proposed. Local institutions have indicated their willingness to participate in the bond issue again this year.

The Committee was recommending the Council pass a resolution to introduce the ordinance and set a public hearing for July 6, 2015 for the General Obligation Improvement Bonds, Series 2015A.

Resolution No. 2 was introduced by Council Member Anderson, seconded by Council Member Christianson, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 2

RESOLUTION CALLING FOR PUBLIC HEARING ON AN ORDINANCE AUTHORIZING THE ISSUANCE OF
\$1,400,000 GENERAL OBLIGATION IMPROVEMENT BONDS,
SERIES 2015A AND LEVYING TAXES FOR THE PAYMENT THEREOF

(For Resolution in its entirety, see City Council procedures file dated
June 15, 2015, located in the City Clerk's Office)

Dated this 15th day of June, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 4 Staff explained to the Committee that the City wrote and received a grant from the MN DNR to purchase equipment and make improvements at the Archery Park. Revenues to be realized are \$1,500 from the DNR and \$645 from the Little Crow Archers. The Little Crow Archers have been strong supporters of the improvements being made and due to these improvements they are hosting two shoots in June that will bring many archers to Willmar.

The Committee recommended the Council introduce a resolution to increase the Public Works Maintenance of Improvements Operating Expenditure Budget by \$2,145 to make improvements to the Archery Range and to increase State Grant Revenue by \$1,500 and Donation Revenue by \$645.

Resolution No. 3 was introduced by Council Member Anderson, seconded by Council Member Dokken, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 3

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to increase the 2015 Public Works Operating Budget by \$2,145 to purchase equipment and make improvements at the Archery Park as follows:

Increase:	2015 Public Works Maintenance of Other Improvements Operating Expenditures/Archery Park Improvements	\$ 2,145
Increase:	2015 Operating Revenue/State Grants	\$ 1,500
	2015 Operating Revenue/Donations	\$ 645

Dated this 15th day of June, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

It was also recommended to accept the grant donation of \$1,500 from the Minnesota DNR. Resolution No. 4 was introduced by Council Member Anderson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 4

WHEREAS, the City wrote and was awarded a grant in the amount of \$1,500 from the Minnesota DNR to purchase equipment and make improvements at the Archery Park; and

WHEREAS, the Little Crow Archers Club has agreed to donate to the City of Willmar \$645 to be used to purchase equipment and make improvements at the Archery Park.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar, Minnesota, that the City accept the grant in the amount of \$1,500 from the Minnesota DNR and the donation of \$645 from the Little Crow Archers Club and that the City Administrator be directed to express the community's appreciation for the donation.

Dated this 15th day of June, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 5 Staff explained to the Committee that the City historically had an Assigned Self Insurance Fund Balance of \$1,000,000. \$250,000 was loaned to help finance the City Auditorium Project with the intent to use annual LMCIT Dividends for repayment. With the 2014 Dividend repayment of \$31,916, the balance of the amount loaned would be \$218,084 and increase the Assigned Self Insurance Fund Balance to \$781,916. This matter was received for information only.

Item No. 6 The Committee received the following report: 05/31/15 Convention & Visitors Bureau. This matter was taken for information only.

Item No. 7 Staff explained to the Committee that the City had again been asked by Lakeland Broadcasting to participate in their Going Green cleanup efforts to be conducted in September, 2015. The City had stated their support for this effort at a Community Development Committee meeting on April 30, 2015. Funding possibilities include excess funds anticipated in Building Permit Revenues, Other Departmental Capital Outlay Appropriations, or from the Fund Balance.

The Committee recommended the Council adopt a resolution to increase the 2015 Civic Promotions Expenditure Budget by \$6,000 to fund this effort and to increase the 2015 Building Permit Revenue Budget by \$6,000 as well as the offset funding source.

Resolution No. 5 was introduced by Council Member Anderson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, 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 to authorize the Finance Director to Increase the 2015 General Fund Civic Promotions Operating Budget by \$6,000 for participation in the Going Green cleanup efforts to be conducted in September, 2015, as follows:

Increase:	2015 General Fund Civic Promotions Operating Expenditures	\$ 6,000
Increase:	2015 Building Permits Operating Revenue	\$ 6,000

Dated this 15th day of June, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

The Finance Committee Report for June 8, 2015, 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 Christianson, and carried.

The Public Works/Safety Committee Report for June 9, 2015 was presented to the Mayor and Council by Council Member Christianson. There were seven items for consideration.

Item No. 1 Linda Kacher, 407 Country Club Drive, stated she has questions regarding the Dog Park and is anticipating they will be answered in the presentation.

Item No. 2 Police Chief Jim Felt noted the jail census for June 9, 2015 was 158; 84 inmates from the Department of Corrections, 73 inmates from Kandiyohi County, and 1 inmate from Chippewa County. The calls for service for the previous two weeks totaled 878. The majority of the calls were for traffic stops, followed by public assists and suspicious activity. The total calls for service so far this year is approximately 410 calls ahead of 2014 at this date. The Committee discussed National Night Out and obtaining additional information for groups in Willmar participating in the event.

Item No. 3 Staff and the KC Dog Group presented, for information, the Dog Park to be constructed at Lion's Park. The idea for the dog park was first conceptualized by a group of eight dog owners, and was later added as a sub-committee with Vision 2040. Lion's Park has been chosen as an ideal location after analysis and was included in the adopted Master Park Plan. The park consists of an enclosed eco-friendly area for off leash dogs and their owners to enjoy. Immediate needs for the park include a fence, water access and signage. The Lion's do support the addition of the dog park and feel the community will benefit from it. Ideas for revenue enhancements are being organized, such as a brick fundraiser to offset some of the costs. The group has also applied for a grant through Pet Safe to possibly obtain up to \$100,000 if enough votes are received by the general public. The park will require dogs to be licensed with current vaccinations and it will be self-policed. The Committee discussed the safety issues and liabilities, noting it will be treated like any other recreational activity taking place on City property. Linda Kacher asked the Committee if the Park Plan was in fact adopted or if it was only accepted. Steve Brisendine referenced the Council Minutes from the February 17th meeting the plan was adopted formally to allow eligibility for Legacy dollars. This was received for information only.

Item No. 4 Staff presented, for approval, the construction of a fence for the new Dog Park at Lion's Park. One quote was received from Andi's FenceAll in the amount of \$21,495.55 for a commercial grade black coated chain link fence. It will have a double gated entry to the park and will also allow Public Works equipment to enter for maintenance and mowing. \$150,000 was budgeted in the CIP for Park Development and included the purchase and construction of the fence. It was discussed adding advertising on the fence to help offset the costs to the City for amenities related to the Dog Park. The Committee was recommending the Council approve the construction of a fence for the Dog Park at Lion's Park by Andi's FenceAll in the amount of \$21,495.55.

Resolution No. 6 was introduced by Council Member Christianson, seconded by Council Member Ahmann, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 6

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the purchase and construction of the commercial grade chain link fence at Lion's Park 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 bidder for the terms and consideration of the contract in the amount of \$21,495.55.

Dated this 15th day of June, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 5 Staff brought forth, for approval, the replacement of the scoreboards in the Cardinal Arena and Blue Line Arena by Daktronics in the amount of \$45,371.00. The scoreboards are scheduled for replacement as defined in the CIP. One quote was received for the LED scoreboards through the Minnesota Service Cooperative Contract; \$38,849.00 for the Cardinal Arena, and \$6,522.00 for the Blue Line Arena.

The Committee recommended the Council approve the replacement of the scoreboards in the Cardinal and Blue Line Arenas by Daktronics in the amount of \$45,371.00. and also approve an additional \$653.00 for a 2x10 foot non-backlit sponsor panel for the Blue Line Arena scoreboard.

Resolution No. 7 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 7

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the purchase of scoreboards in the Cardinal and Blue Line Arenas of the Civic Center through Minnesota Service Cooperative Contract #AEPA IFB #012-H in the amount of \$45,371.00 and the 24" x 10 foot non-backlit sponsor panel addition in the amount of \$653.00 by Daktronics of Brookings, SD 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 bidder for the terms and consideration of the contract in the amount of \$46,024.00.

Dated this 15th day of June, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 6 Staff brought forth, for approval, the Civic Center HVAC Design and Construction related services contract and Addendum No. 1 with Stevens Engineering. The City contracted with Stevens Engineering for the Mechanical Systems Evaluation Study in August, 2014. The evaluation provided a refrigeration and mechanical assessment of the HVAC system with the findings presented at the February 2, 2015 Council Meeting. The design and construction related services detail Phase One of the project, which includes the replacement of the dehumidification system in the Cardinal and Blue Line Arena, infrared heater adjustments and updating electrical equipment. Addendum No. 1 includes additional design and construction services to replace outdated electrical switch boards and panel boards in the Cardinal Arena. The professional services contract totals \$81,600.00, with an additional \$4,800.00 for Addendum No. 1 to be paid from the 2015 CIP for the HVAC project.

It was the recommendation of the Committee that the Council approve the Civic Center HVAC Design and Construction related services contract in the amount of \$81,600.00 and Addendum No. 1 in the amount of \$4,800.00 with Stevens Engineering.

Resolution No .8 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 8

Whereas the City of Willmar desires to retain a firm to provide design and construction services for the Civic Center HVAC Project; and

Whereas a proposal has been made by the firm of Stevens Engineering at an estimated cost of \$81,600.00;

Whereas Amendment No. 1 to the professional services contract increases the contract amount by an estimated cost of \$4,800.00

Now therefore be it resolved by the City Council of the City of Willmar that said proposal be accepted and that the Mayor and City Administrator be authorized to execute an agreement on behalf of the City for the same.

Dated this 15th day of June, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 7 It was noted for a later discussion the water retention plan for the homes in the Valley Golf Course area developed by Koosman Construction.

The Public Works/Safety Committee Report for June 9, 2015, 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 Nelsen, and carried.

The Labor Relations Committee Report for June 10, 2015 was presented to the Mayor and Council by Council Member Ahmann. There were six items for consideration.

Item No. 1 There were no public comments.

Item No. 2 Staff informed the Committee that an interview panel of Council appointee Jim Dokken, State Fire Marshall Bruce West, and Interim City Administrator Kevin Halliday interviewed five internal applicants for the position of the Willmar Fire Chief/Marshal. It is staff's recommendation to offer the position to Frank Hanson who is a current Willmar Police Officer. Mr. Hanson has been a volunteer firefighter for 22 years. The applicants driving record and criminal record have been reviewed by the Willmar Police Department with no remarkable findings. A clinical/forensic psychologist review is scheduled, which is a standard practice for department directors. It was the Committee's recommendation that upon passing the clinical/forensic psychologist test, Frank Hanson be offered the position of Willmar Fire Chief/Marshal at the annual salary of \$82,000. A motion was made by Council Member Ahmann to accept the recommendation of the Committee to appoint Frank Hanson as Willmar Fire Chief/Marshal contingent upon passing the clinical/forensic psychologist test, seconded by Council Member Anderson, and carried.

Item No. 3 Staff informed the Committee about resignations and retirements within the City of Willmar which include, Troy Ciernia – Civic Center Arena Manager effective June 26, 2015, Calvin Miner – Public Works Operator effective September 8, 2015, and Richard Doll – Public Works Operator effective February 27, 2016.

Staff noted the job duties of the Civic Center Arena Manager are under review and will only be filled if no changes are recommended by CER Director Steve Brisendine. The first Public Works Operator vacancy will be posted internally immediately. This was for information only.

Item No. 4 Staff informed the Committee that Mayor Calvin and Kevin Halliday met to discuss compensation for the Interim City Administrator duties. Both the City Administrator job description and City Administrator establishing Ordinance No. 989 were reviewed. The Committee discussed additional compensation from the effective date of April 16, 2015 and the recommendation to the Council was to set \$24,266 (annualized) additional compensation over the City Clerk's annual salary.

Council Member Nelsen requested information relating to the clarification of the job description and which items in the job description of the City Administrator he is not able to perform. She expressed her concern as to how it relates to day-to-day supervision of Department Directors. Council Member Ahmann

made a motion to set the annualized compensation at \$24,266 over the City Clerk's annual salary. Council Member Dokken seconded the motion, which carried.

Council Member Nelsen made a motion to request the City Attorney work with the Interim City Administrator and Mayor to review the City Administrator job description to review what can and can't be done as it relates to the supervision of the Department Heads and in regard to annual performance appraisals and any other conflicts due to the labor contract. Council Member Anderson seconded the motion, which carried with one "no" vote being cast by Council Member Christianson.

Item No. 5 Staff was directed to collect a few City Administrator job descriptions of regional cities with City Charters. Job descriptions of the City of Brainerd, City of Bemidji, and City of St. Cloud were included in the agenda. It was the consensus of the Committee to direct staff to share the jobs descriptions with all Council Members and inform the Council Members to review and offer suggestions to the City Clerk no later than noon on Wednesday, June 17th. Staff will compile a list of possible changes and share with the Committee at the Labor Relations/Full Council Meeting scheduled for June 17, 2015. This was received for information only.

Item No. 6 Chair Ahmann noted the Open Forum Protocol was placed on the future agenda list with intentions to continue discussion of Open Forum rules. Staff was directed to leave the item on the future agenda list. This was for information only.

The Labor Relations Committee Report for June 10, 2015, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Ahmann, seconded by Council Member Anderson, and carried.

Interim City Administrator Kevin Halliday presented an application for consideration of a One-Day to Four-Day Temporary On-Sale Liquor License from Willmar Downtown Development Inc. to provide alcohol at the "Beer at Becker" social event located at 414 Becker Avenue SW. The event is scheduled for June 25, 2015. A motion was made by Council Member Anderson, seconded by Council Member Ahmann to approve the Temporary On-Sale License. The motion carried on a roll call vote of 8 Ayes, Noes 0.

Interim City Administrator Kevin Halliday explained to the Council that as required by State Statute the City must appoint one person as the responsible authority to administer the requirements for collection, storage, use and dissemination of data on individuals within the City. This was done at the biennial reorganizational meeting in January of 2015, naming the prior City Administrator. It is staff's recommendation to keep this appointment current by naming the Interim City Administrator as the responsible authority until such time as a new City Administrator is hired.

Resolution No. 9 was introduced by Council Member Christianson, seconded by Council Member Ahmann, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 9

APPOINTING A RESPONSIBLE AUTHORITY

WHEREAS, Minnesota Statutes, Section 13.02, Subd. 6, requires that the City of Willmar appoint one person as the Responsible Authority to administer the requirements for collection, storage, use and dissemination of data on individuals within the City; and

WHEREAS, the City Council of the City of Willmar shares the concern expressed by the Legislature on the responsible use of all City data and wishes to satisfy this concern by immediately appointing an administratively and technically qualified Responsible Authority as required under the Statute;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the City Interim City Administrator Kevin J. Halliday be appointed as the Responsible Authority for the purpose of meeting all requirements of Minnesota Statutes, Sections 13.02-13.87, as amended, and with rules as lawfully promulgated by the Commissioner of Administration as published in the State Register.

Dated this 15th day of June, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Planning and Development Director Bruce Peterson presented for consideration a petition from the Parker/Poss Family to vacate a portion of the Abbott Drive SE right-of-way. The area in consideration lies easterly and northerly of the cell tower constructed there 4-5 years ago. The property has never been developed and it is the intention of the petitioners to place that area into the RIM program. The Planning Commission has approved the vacation with the retention of a utility easement for WMU lines. It was the recommendation to the Council to hold a public hearing for consideration of the vacation on July 6, 2015.

Resolution No. 10 was introduced by Council Member Fagerlie, seconded by Council Member Christianson, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 10

RESOLUTION SETTING A PUBLIC HEARING TO CONSIDER A
PETITION TO VACATE A STREET RIGHT-OF-WAY

BE IT RESOLVED by the City Council of the City of Willmar that the Council conduct a public hearing at 7:03 p.m. on Monday, July 6, 2015, 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 street vacation initiated by the City described as:

Platted street adjoining the following described real estate located in the City of Willmar, County of Kandiyohi, State of Minnesota, described as follows: Lot 1 of Block 1, Lots 1-5, both inclusive, of Block 2 and Outlots A and B of South Industrial Park.

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 15th day of June, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Mayor Calvin announced that at each Council seat there are four Requests for Proposals for the Executive Search of a City Administrator that closed today at 4:30 p.m. Each Council Member was asked to review the proposals and be prepared to discuss them at the upcoming meeting of the Labor Relations/Full Council on Wednesday, June 17, 2015.

Announcements for Council Committee meeting dates were as follows: Finance, 4:45 p.m. at City Hall, June 22; Public Works/Safety, 4:45 p.m. at City Hall, June 30; Labor Relations/Full Council, 4:45 p.m. at Council Chambers, June 17, and Community Development, 4:45 p.m. at City Hall, July 2, 2015.

Council Member Christianson offered a motion to adjourn the meeting with Council Member Anderson seconding the motion, with carried. The meeting adjourned at 8:38 p.m.

Attest:

MAYOR

SECRETARY TO THE COUNCIL