

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

October 19, 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, Rick Fagerlie, Steve Ahmann, Denis Anderson, and Audrey Nelsen. Present 7, Absent 1. Council Member Tim Johnson was excused from the meeting.

Also present were Interim City Administrator Kevin Halliday, Finance Director Steve Okins, Police Chief Jim Felt and City Attorney Robert Scott.

There were no proposed additions or deletions to the agenda.

Council Member Anderson offered a motion to adopt the Consent Agenda which included the following items: City Council Minutes of October 5, Finance/Council Minutes of October 12, Municipal Utilities Commission Minutes of October 13, Application for Exempt Permit – Willmar Curling Club, and Accounts Payable Report through October 14, 2015. Council Member Christianson seconded the motion, which carried.

There was no one present who requested to speak at the Open Forum.

The Public Works/Safety Committee Report for October 13, 2015 was presented to the Mayor and Council by Council Member Christianson. There were five items for consideration.

Item No. 1 There was no public comment.

Item No. 2 Police Chief Jim Felt noted the jail census for October 13, 2015 was 159; 89 inmates from the Department of Corrections, 65 inmates from Kandiyohi County, 1 inmate from Big Stone County and 4 inmates from Swift County. The calls for service for the previous two weeks totaled 754. The majority of the calls were for traffic stops, followed by public assists and animal complaints. The Committee discussed the needs of the Department, including staffing levels with increased paperwork and upcoming retirements. Chief Felt displayed pictures of the new Ford Interceptor squad cars. The three new units are all-wheel drive and have reflective graphics displayed on the traditional black and white style of past units.

Chief Felt brought forth, for approval, to enter the Department's canine unit into a voting contest provided by Aftermath, a crime scene cleaning company, for the chance to win \$5,000. The contest allows participants to vote for the Department's canine Axel at <http://www.aftermath.com/k9contest> until October 31st, with the winner announced on November 3rd. The committee was recommending the Council authorize the Police Department's canine unit to enter the Aftermath contest.

Council Member Christianson moved the recommendation of the Committee. Council Member Anderson seconded the motion, which carried.

Fire Chief Frank Hanson noted the total Fire Department calls for service for the previous two weeks totaled 15, and included 1 building fire, 2 cooking fires and 12 alarm activations. The total calls for service so far this year is 286, 34 calls above last year. The Fire Department hosted a family night on October 6th, with more than 700 people attending the event. The Department has doubled their education hours for the year, with firefighters providing information to numerous preschools and churches.

Item No. 3 Staff brought forth, for approval, the analysis of the Priority 2 playground equipment with recommendations for the units for repair, removal or to remain as is. The City's Certified Playground Inspectors previously inspected the 230 individual pieces of equipment in the City's 28 parks. Each piece was given a priority rating of 1 through 5, with 1 indicating a potential life threatening issue and 5 signifying no issues and the Priority 1 equipment was removed. The Committee discussed the timeline of when the equipment will be replaced. The Community Education and Recreation Advisory Board are meeting with the Public Works staff to determine a priority of which parks will receive the new playground equipment. The Committee was recommending the Council approve the recommendations prepared by staff for the Priority 2 units to be removed, repaired or remain as is.

Council Member Christianson moved the recommendation of the Committee. Council Member Nelsen seconded the motion, which carried.

Item No. 4 Staff brought forth, for information, updates on the activities of the Public Works Department. Various tasks such as boulevard tree removals, grinding of the brush site pile, street patching, and winter preparation activities were discussed. Several areas needing potholes filled and lawn maintenance around a utility box were discussed. The 2016 Engineering plans were discussed, with staff noting past cancelled projects being evaluated for the project list. The overlay project of 9th and 10th Streets SW previously cancelled by the request of the residents was discussed with staff noting they are not including it in next year's project list. The Committee discussed following the Pavement Management Program on City streets to keep up with the current schedule of maintenance and repair.

Item No. 5 The concept of a leaf pick up service by the Public Works staff was discussed, with more information requested from other cities that provide the service and their estimated costs. The Council received this for information only.

Council Member Christianson made a motion to approve and file the Public Works/Safety Committee Report for October 13, 2015. Council Member Ahmann seconded the motion.

Labor Relations Committee Report for October 14, 2015 was presented to the Mayor and Council by Council Member Ahmann. There were four items for consideration.

Item No. 1 There was no public comment.

Item No. 2 Interim City Administrator Kevin Halliday presented the proposed changes to the Wastewater Treatment Plant Superintendent job description. Staff is recommending filling the Wastewater Treatment Plant Superintendent from within, but in order to do so, the required Bachelor of Science Degree should be amended to be "or equivalent combination of education and experience." Mr. Halliday stated by making this change it may reduce the non-degreed employee from attaining the full array of pay grades points, but it will still fall within its current Pay Grade of a Level 9. Staff is also seeking authorization to begin advertising to fill the position. The Committee was recommending the Council approve the amendments to the job description as presented by staff and authorize the filling of the position vacancy.

Council Member Ahmann moved the recommendation of the Committee. Council Member Christianson seconded the motion, which carried.

Item No. 3 Interim City Administrator Kevin Halliday presented staff's recommended changes to the Building Maintenance Supervisor job description to include the removal of the primary assignments and duties at the Fire Station and the requirement of a Class B Driver's License to a Class D. Staff is recommending approval of the job description as presented.

Mayor Calvin requested that on Page 3 under Working Conditions the statement in parenthesis (under trucks and in pump compartments) referring to confined spaces should be deleted and under Machines used the atmosphere testing equipment should be retained.

The Committee was recommending the Council approve the amendments to the job description for the Building Maintenance Supervisor including those revisions noted by Mayor Calvin.

Council Member Ahmann moved the recommendation of the Committee. Council Member Anderson seconded the motion, which carried.

Item No. 4 Council Member Anderson made a motion, seconded by Council Member Christianson to go into closed session. The meeting was closed at 5:08 p.m.

The meeting was reopened at 5:38 p.m. by motion of Council Member Anderson, and seconded by Council Member Christianson.

Item No. 5 The Committee was recommending the Council direct the Mayor to establish a committee of two to three Council Members to develop an action plan related to unrepresented employees.

Council Member Ahmann moved the recommendation of the Committee. Council Member Anderson seconded the motion, which carried.

It was at this time that Mayor Calvin sought interested Council Members to work on the committee to work with a plan for the unrepresented employees of the City. Mayor Calvin stated that he himself would like to serve on this committee. Council Members Ahmann, Plowman and Christianson offered to be on the committee along with Mayor Calvin.

Council Member Ahmann made a motion to approve and file the Labor Relations Committee Report for October 14, 2015. Council Member Anderson seconded the motion.

Announcements for Council Committee meeting dates were as follows: Labor Relations (Full Council) 4:45 p.m. at City Hall, October 26, 2015.

Council Member Christianson offered a motion to adjourn the meeting with Council Member Anderson seconding the motion, with carried. The meeting adjourned at 7:15 p.m.

Attest:

MAYOR

SECRETARY TO THE COUNCIL