

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

September 8, 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, Audrey Nelsen, and Tim Johnson; Present 8, Absent 0.

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

Proposed additions or deletions to the agenda included Mayor Calvin deleting the hearing for unpaid snow and ice removal costs subsequent to those fees being paid and he added the announcement of Council Committee meetings at the end of the agenda.

Council Member Anderson offered a motion to adopt the Consent Agenda which included the following items: City Council Minutes of August 17, Municipal Utilities Commission Minutes of August 24, Planning Commission Minutes of August 26, Application for Exempt Permit – Church of St. Mary, Accounts Payable Report through September 1, Building Inspection Report for August, 2015, Willmar Community and Activity Center Minutes of August 14 and the CER Joint Powers Board Minutes of August 28, 2015. Council Member Nelsen requested the City Council Minutes of August 17 be pulled from the Consent Agenda to correct an error on pages 5 and 6. Council Member Christianson seconded the motion to approve the remainder of the Consent Agenda, which carried.

At 7:02 p.m. Mayor Calvin opened the Hearing to consider special assessments for unpaid weed/grass mowing removal costs. Interim City Administrator Kevin Halliday explained that throughout the summer the City or its agents have mowed properties that have been out of compliance with the ordinance. These property owners were notified and in cases where there was no response the City did the mowing. The properties listed are those that were invoiced and were not paid. The purpose of the hearing is to allow any of those property owners the opportunity to comment of why they should not have these fees assessed against their property in 2016. There being no one present to speak against the certification of the charges to the County Auditor for collection in 2016, Mayor Calvin closed the hearing at 7:04 p.m.

Resolution No. 1 was introduced by Council Member Anderson, seconded by Council Member Christianson, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 1

WHEREAS, Chapter 9, Article III of the Willmar Municipal Code states that such unpaid weed or grass mowing costs represent a lien of the real property receiving mowing services; and

WHEREAS, THE City Council of the City of Willmar has offered the owner his right to request an appearance before the Council to make objections to payment;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the amount of the unpaid weed / grass mowing charges totaling \$3,042.13 be certified to the County Auditor to be extended on

the tax rolls of such real property in the same manner as other taxes for collecting in 2016 and collected by the County Treasurer, and paid to the City Clerk-Treasurer along with other taxes; and

BE IT FURTHER RESOLVED that the unpaid weed or grass charges be certified against the real property as follows:

1. Parcel No. 95-880-0030 \$152.32
Located at 1011 Becker Avenue SE; and
Described as Section 14, Township 119, Range 35, Lot 3
WOJOHN'S ADDITION TO THE CITY OF WILLMAR
2. Parcel No. 95-600-0190 \$152.32
Located at 931 Meadow Lane SW; and
Described as Section 15, Township 119, Range 35, Block 2
ORCHARD HILL NURSERY ADDITION
LOT 19 & W'LY 42' OF LOT 18
3. Parcel No. 95-922-6700 \$152.32
Located at 1600 6th Street SW; and
Described as Section 22, Township 119, Range 35
S 100' OF N 441' OF E 174.6' OF E 1/2 OF SW 1/4 OF NE 1/4
4. Parcel No. 95-280-2060 \$152.32
Located at 922 2nd Street SW; and
Described as Section 15, Township 119, Range 35, Lot 6, Block 12
HANSON'S ADDITION TO WILLMAR
5. Parcel No. 95-006-6890 \$609.28
Located at 318 12TH Street SW; and
Described as Section 15, Township 119, Range 35, Lot 5, Block 109
FIRST ADDITION TO THE CITY OF WILLMAR
6. Parcel No. 95-250-1600 \$304.64
Located at 408 Augusta Avenue SE; and
Described as Section 14, Township 119, Range 35, Block 7
GLARUM'S ADDITION TO WILLMAR
E 75 FT OF LOTS 19 & 20
7. Parcel No. 95-130-0110 \$113.57
Located at 116 Minnesota Avenue SE; and
Described as Section 14, Township 119, Range 35, Block 2
CARLSON'S ADDITION TO THE CITY OF WILLMAR
WEST 75 FT. OF LOT 1
8. Parcel No. 95-280-0250 \$606.07
Located at 920 4th Street SW; and

Described as Section 15, Township 119, Range 35, Lot 5, Block 2
HANSON'S ADDITION TO WILLMAR

9. Parcel No. 95-665-0260 \$456.96

Located at 1101 Olena Avenue SE; and
Described as Section 14, Township 119, Range 35, Lot 16, Block 2
PERKINS FIFTH ADDITION

10. Parcel No. 95-914-2080 \$152.32

Located at 802 Mary Avenue SE; and
Described as Section 14, Township 119, Range 35
PART OF M. JOHNSON'S OUTLOT NO. 1 COM AT A PT 575' E
FROM INTERSECTION OF E LINE OF 6TH ST E & S LINE OF
MARY AVE E 75' S 150', W 75', N 150' TO BEG

11. Parcel No. 95-250-0900 \$190.01

Located at 936 3rd Street SE; and
Described as Section 14, Township 119, Range 35, Lot 10, Block 5
GLARUM'S ADDITION TO WILLMAR

Dated this 8th day of September, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

At 7:04 p.m. Mayor Calvin opened the Hearing to consider special assessments for unpaid garbage removal costs. Interim City Administrator Kevin Halliday stated there was one property that was properly notified and did not comply with the garbage removal. The City made arrangements for the garbage to be removed and billed the property for which reimbursement has not been received. The City has the authority to certify these costs as special assessment against the property. The purpose of the hearing is to allow the property owner the opportunity to comment as to why they should not have these fees assessed against their property in 2016. There being no one present to speak against the certification of the charges to the County Auditor for collection in 2016, Mayor Calvin closed the hearing at 7:06 p.m.

Resolution No. 2 was introduced by Council Member Christianson, seconded by Council Member Fagerlie, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 2

WHEREAS, Chapter 12, Article II of the Willmar Municipal Code concerning the removal of nuisance conditions by the City. The cost of such removal or remedial measures shall be assessed by action of the City Council against the property, under such terms and conditions as the City Council may require; and

WHEREAS, THE City Council of the City of Willmar has offered the owner his right to request an appearance before the Council to make objections to payment;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the amount of the unpaid garbage removal charges totaling \$80.00 be certified to the County Auditor to be extended on the tax rolls of such real property in the same manner as other taxes for collecting in 2016 and collected by the County Treasurer, and paid to the City Clerk-Treasurer along with other taxes; and

BE IT FURTHER RESOLVED that the unpaid garbage removal charges be certified against the real property as follows:

1. Parcel No. 95-180-0380 \$80.00

Located at 728 3rd Street SE; and
Described as Section 14, Township 119, Range 35, Block 3
ERICKSON'S ADDITION TO THE CITY OF WILLMAR
LOT 8 & S 1/2 OF LOT 7

Dated this 8th day of September, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

At 7:07 p.m. Mayor Calvin opened the hearing for the sale of land to Willmar Poultry Company. Planning and Development Director Bruce Peterson came before the Council to present the ordinance. He explained this is the last step in the process to transfer the title and property for the 5.45 acres in Section 23 of St. John's Township from the City to Willmar Poultry Company for the appraised value of \$11,250 per acre. There being no one to speak for or against the sale of land, Mayor Calvin closed the hearing at 7:08 p.m.

Council Member Anderson offered a motion to adopt, assign a number and order final publication of the Ordinance Authorizing the Sale of Real Property to Willmar Poultry Company for \$11,250 per acre and execute the deed. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

At 7:10 p.m. Mayor Calvin opened the hearing for the sale of land to Habitat for Humanity of West Central Minnesota. Planning and Development Director Bruce Peterson came before the Council to present the ordinance. He again stated this is the last step in the process and the proposal is to transfer ownership for a lot in Pleasant View Second Addition to Habitat for Humanity for the sum of \$1.00. They have agreed to waive the assessment hearing and consented to paying assessments on the property totaling \$9,622.28. It was staff's recommendation to adopt the ordinance. There being no one to speak for or against the sale of land, Mayor Calvin closed the hearing at 7:11 p.m.

Council Member Fagerlie offered a motion to adopt, assign a number and order final publication of the Ordinance Authorizing the Sale of Real Property to Habitat for Humanity of West Central Minnesota for \$1.00. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

A motion was made by Council Member Anderson and seconded by Council Member Plowman to remove the Mayoral Appointments to the Charter Commission off the table. The motion passed. The procedure and history for committee appointments was discussed and it was felt clarification and more discussion on the procedure was needed. Council Member Fagerlie made a motion to table the Mayoral committee appointments. Council Member Johnson seconded the motion, which passed with 5 Ayes and 2 Noes, with Council Members Nelsen and Anderson casting "no" votes. .

Mayor Calvin recognized Jessica Rohloff, 3501 SE 15th Avenue, who requested to address the Council during the Open Forum. Ms. Rohloff urged Council Member Christianson to rescind his August 17th comment that he would not take direction from any constituent who had signed the petition to recall him from office. She stated Council Member Christianson referred to a group of his constituents as a special interest group and he would no longer take direction from any Ward 2 petition signer, which would leave approximately 900 constituents without one of their elected representatives. She went on to state it is a burden each elected official accepts when they take the oath of office and to seek redress is no more than political retribution and is a clear violation of their rights under the Constitution of the United States.

Sue Quist, 1451 Hansen Drive SW, spoke next stating Mayor Calvin appeared offended at the previous Council meeting for being called out as associated with the "Moving Willmar Forward" group. She went on to state that this group has tarnished the City and that the Mayor is linked up with this group as in August of 2014 he wrote a letter to the editor supporting "Move the City Forward." She stated our first President, George Washington, is credited in saying "associate yourself with people of good quality if you esteem your own reputation, for it is better to be alone than in bad company." She went on to say the Mayor's campaign manager was also an active member of the Recall Ron Committee and that at the last Council meeting the suggested Mayoral appointments were either on the Recall Ron Committee or had signed the petition. She commented that citizens cannot trust Mayor Calvin and referred to him as one of the "good 'ole boys."

Mayor Calvin commented that he was not part of the Recall Ron Committee or the Moving Willmar Forward Group.

The Finance Committee Report for August 31, 2015 was presented to the Mayor and Council by Council Member Anderson. There were eight items for consideration.

The meeting was called to order by Chair Anderson at 4:45 p.m. who noted that this is a Finance Committee meeting with full council participation for purposes of discussing the 2016 Mayor's Proposed Budget.

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

Item No. 2 Mayor Marv Calvin presented his proposed 2016 Budget totaling \$34,745,568. Of the total budget, \$14,433,983 is for General Operating; \$7,688,007 is for Capital Improvements; \$1,054,260 is for Special Revenue/Internal Services; \$2,404,267 is for Debt Service; and \$9,165,051 is for the Wastewater Treatment Plant. It was noted that the General portion of the budget includes \$2,009,787 in transfers bringing the total to \$16,443,770. The total proposed tax levy of \$4,451,028 is the same as last year with \$4,054,028 for General Operating. However, last year \$147,000 was dedicated for the Street Program and \$250,000 for the PIR fund. For 2016, the entire \$397,000 is proposed to be dedicated for the Street Program. Other revenues discussed included an anticipated increase in Local Government Aid and expenditures included the addition of the Human Resources position and Downtown Neighborhood Coordinator position. Other changes in 2016 include 1) revisiting the Centerpoint Energy Franchise Ordinance; 2) reclassifying the Central Stores Fund to the General Fund; and 3) dedicating the additional \$250,000 for Pavement Management.

Mayor Calvin noted what he sees as top priorities for the City of Willmar: 1) To maintain operations of the City at the current level; 2) Pavement Management Plan; 3) Parks Plan; 4) Facilities Management Plan; 5) Stormwater; 6) Establish a new local option sales tax program; 7) Continue with the additional \$250,000 portion of levy to be applied toward the Pavement Management Plan; 8) Spend down the remaining Library Fund Balance; 9) Establish the two new staff positions of Human Resources under the Finance Department and Downtown Neighborhood Coordinator under the Planning and Development Services; 10) Promote "shop local" options; and 11) Proposed three-year agreements for Rice Hospital and WMU intergovernmental transfer agreements.

Finance Director Okins indicated that Finance Committee Meetings with Full Council have been scheduled for September 14, 2015, to discuss the Capital Improvement Program and for October 12, 2015, for departmental staff to present their operating budgets.

Council Member Christianson felt that the City should hold off on the two new positions until the new City Administrator is hired because he or she may have different ideas. He also questioned the \$710,000 for improvements under the Park Plan as he felt those funds would be needed more for improvements under the Pavement Management Plan.

Council Member Johnson expressed concern about instituting franchise fees since there have been substantial increases in other utility charges which already burden citizens.

Chair Anderson expressed concern about terminating the Library Fund and raised the question about it originally being established for library improvements only.

Council Member Fagerlie questioned the Downtown Neighborhood Coordinator position since the City already contracts with Downtown Development to do similar work. This new position would be in addition to Downtown Development.

Council Member Nelsen asked why Mayor Calvin did not fund the \$5,000 for Vision 2040. It was explained that various forms, such as Form 990 as well as a budget, need to be received from the requesting community organization in order to include it on the proposed budget. None of those forms were received from Vision 2040.

Chair Anderson asked if staff were seeking grants and other leveraging options to offset the \$710,000 for Parks. Staff assured the Committee that was being done.

Council Member Ahmann questioned why a splash park was being proposed for Rice Park when area residents don't want one. Further, funds would be better spent on improvements under the Facilities Management Plan, including the Aquatic Center.

Mayor Calvin challenged the Council to set priorities to pursue and said that, although he is aware of council members' concerns, he would like to have a retreat to establish these priorities. Council Member Christianson expressed concerns about the value of a retreat. Council Member Ahmann stated his first priority is building maintenance. Council Member Nelsen stated the Council needs to hear what the community feels are priorities and not just what the Council thinks are priorities.

Council Member Anderson noted that it is at this time that the Council needs to introduce a resolution establishing the preliminary levy.

Resolution No. 3 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 3

BE IT RESOLVED that the Mayor of the City of Willmar submitted a preliminary levy request of \$4,451,028;

BE IT RESOLVED by the City Council of the City of Willmar, Kandiyohi County, Minnesota, that the following sums of money be preliminary levied for the current year collectable in 2016, upon the taxable property in said City of Willmar for the following purposes:

General Fund	\$4,054,028
Pavement Management	<u>397,000</u>
	\$4,451,028

BE IT RESOLVED, that there is a sufficient sum of money in the Debt Service Funds of the City to pay principal and interest in 2016 on all outstanding bond issues, and the deferred annual tax levies previously certified to the County Auditor are hereby canceled;

BE IT FURTHER RESOLVED that a public hearing shall be scheduled for the 2016 proposed budget on December 7, 2015.

The City Clerk is hereby instructed to transmit a certified copy of this Resolution to the County Auditor of Kandiyohi County, Minnesota.

Dated this 8th day of September, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 3 Staff reported that Willmar Lakes Area Vision 2040/United Way is providing a grant/donation of \$2,000 to be used for amenities for the Dog Park. This grant was solicited by KC Dog on behalf of the City of Willmar. These funds will be used for signage, waste pickup dispensers, and benches to be placed in the park.

The Committee was recommending the Council introduce a resolution to accept the grant/donation of \$2,000 from the Willmar Lakes Area Vision 2040/United Way to be used for Dog Park amenities and to direct staff to issue a letter of appreciation.

Resolution No. 4 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 4

WHEREAS, the Willmar Lakes Area Vision 2040/United Way has agreed to provide a grant to the City of Willmar in the amount of \$2,000 to be used for amenities for the new Dog Park;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar, Minnesota, that the City accept the grant of \$2,000 from the Willmar Lakes Area Vision 2040/United Way and that the City Administrator be directed to express the community's appreciation for the grant.

Dated this 8th day of September, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 4 Staff explained that the Selvig Park Committee has solicited a quote from Stacy's Nursery to renovate the landscaping at Selvig Park in two phases. Phase 1 totals \$17,210.80 which includes demolition of the old timber landscaping and replacing it with block landscaping. Phase 2 of this project would not be done until spring of 2016 and is estimated at \$7,288.94. The City has a trust fund donated by Clara Selvig for the purpose of maintaining Selvig Park. Requirements for this fund establish that the balance cannot go below \$30,000. Given the current balance in this fund, \$8,000 would be available for this park project. Mayor Yanish had requested assistance from downtown merchants to rejuvenate Selvig Park and fund raising is in process. It was noted that Faith-at-Work may also be interested in contributing to this project. Once funding is secured the work can begin.

It was the Committee's recommendation to the Council to introduce a resolution to authorize Stacy's Nursery to renovate Selvig Park as presented in Phase 1 for \$17,210.80 and in Phase 2 for \$7,288.94 with the work to begin only after funding is in place. The question was raised by Council Member Christianson as to when funding would be in place. Interim City Administrator Kevin Halliday stated to date the parties soliciting donations have reached \$5,500 and with the \$8,000 budgeted the funding totals \$13,500 and other opportunities are coming in with Faith-at-Work guaranteeing the labor it is still \$4,000 short. Council Member Nelsen suggested doing the project in phases as the funds become available. Interim City Administrator Halliday stated that Phase I would be done this fall and the Council considering striking Phase

II from the resolution at this time. Council Member Anderson made a motion to strike Phase II from the resolution presented with Council Member Fagerlie seconding the motion, which carried.

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

RESOLUTION NO. 5

WHEREAS, the Selvig Park Committee has solicited a quote from Stacy's Nursery to renovate the landscaping at Selvig totaling \$17,210.80; and

WHEREAS, funding for this project includes \$8,000 from the Selvig Park Trust held by the City of Willmar with the remainder to be raised by the downtown merchants.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar, Minnesota, that the Mayor and City Administrator be authorized to execute the contract with Stacy's Nursery contingent upon adequate funds being raised to cover the costs; and

BE IT ALSO RESOLVED that donations received for this project be accepted and that the City Administrator be directed to express the community's appreciation for the donations received.

Dated this 8th day of September, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 5 Staff presented the proposed Shooting Range Monitoring Services Agreement with the Willmar Rifle and Pistol Club (WRPC) for Committee review and approval. There have been numerous discussions with the WRPC to arrive at this agreement. It was noted that training and certification costs for Range Safety Officers will be provided by WRPC through 2016 and then beginning in 2017 these costs will be the City's responsibility. City Attorney Robert Scott raised concerns with the decades old practice of allowing the WRPC the full use of the vault for storage of their guns. With League of Minnesota Cities Insurance Trust (LMCIT) review of that concern, Clause II.5 was amended noting WRPC will be fully responsible for the contents and no City insurance will be placed under our LMCIT policies to cover theft, water damage, etc. LMCIT review of the arrangement does require Clause I.7 which refers to the City being named as an additional insured under the WRPC insurance coverage.

The Committee was recommending the Council introduce a resolution authorizing the Mayor and the Interim City Administrator to execute the Shooting Range Monitoring Services Agreement with the Willmar Rifle and Pistol Club as presented.

Resolution No. 6 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 6

BE IT RESOLVED by the City Council of the City of Willmar that the Mayor and City Administrator be authorized to execute the Shooting Range Monitoring Services Agreement with the Willmar Rifle and Pistol Club.

Dated this 8th day of September, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 6 Staff explained that the Council had previously adopted the Assessment Roll for the 2015 Street & Other Improvements. Since then, assessments for the Historic 313 Building have been finalized totaling \$28,471.70. Consequently, Council approval is needed to amend the Assessment Roll for the 2015 Street & Other Improvements for a new total \$444,139.34 which would include the Historic 313 Building assessments. This would reset the start date of interest to September 9, 2015, which is the date of closing with the four local banks.

The recommendation of the Committee to the Council was to approve the Assessment Roll for the 2015 Street & Other Improvements as amended totaling \$444,139.34.

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

RESOLUTION NO. 7

WHEREAS, The City Council of the City of Willmar, Minnesota duly adopted the assessment roll for the 2015 Street Improvement Project on May 18, 2015, and

WHEREAS, assessments for the Historic 313 building located at 313 4th Street SW have been finalized pursuant to an individual project awarded on June 1, 2015.

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

1. Such assessment roll be amended to the sum of \$444,139.34, a copy of which is attached hereto and made a part hereof, is hereby accepted.
2. Such assessments shall be as follows:
 - A. The assessments shall be payable in equal annual installments extending over a period of ten (10) years, the first of said installments to be payable with general taxes for the year 2015, collectible with such taxes during the year 2016.
 - B. To the first installment shall be added interest at the rate of four and zero hundredths (4.00) percent per annum on the entire principal amount of the assessment from the date of the funding of September 9, 2015, until December 31, 2016. To each subsequent installment, when due there shall be added interest for one year at said rate on the unpaid principal amount of the assessment.
 - C. The owner of any property so assessed may at any time prior to the certification of the assessment or the first installment thereof to the County Auditor (Treasurer), pay the whole of the principal amount of the assessment on such property with interest accrued to the date of payment to the City Clerk-Treasurer, except that no interest shall be charged if the entire assessment is paid by October 31, 2015, and such property owner may at any time prior to November 15 of any year pay to the City Clerk-Treasurer the entire principal amount.
3. The City Clerk-Treasurer shall forthwith transmit a certified duplicate copy of this assessment to the County Auditor to be extended on the tax list of the County.

Dated this 8th day of September, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 7 Staff explained to the Committee that it is City policy to temporarily exempt from assessments certain lands currently used for agricultural purposes. Each year contact is made with the listed land owners to ascertain their desire to place the land in agricultural use for the next crop year, which in this case is for 2016 totaling \$654,059.06 in Deferred Collections. The Committee was recommending the Council approve the exemptions for qualifying agricultural land owners of special assessments as presented for 2016 in the amount of \$654,059.06.

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

RESOLUTION NO. 8

WHEREAS, the City Council of the City of Willmar, Minnesota, did order the installation of certain street and other improvements made under Projects No. 0501, 8606, 9101, and 1404, and certain sewer and watermain improvements made under Projects No. 9701, 9303, 9202, and 9002.

WHEREAS, Section W of the City of Willmar Comprehensive Assessment Policy allows the City to temporarily exempt from assessments certain lands currently used for agriculture purposes; and

WHEREAS, certain property owners have made application to the City for delayed payment of taxes on special assessments and have met the criteria contained in the Comprehensive Assessment Policy for said deferment;

NOW, THEREFORE, BE IT RESOLVED by the Willmar City Council that special assessments as hereinafter designated be certified to the County and deferred until such property is developed or upon approval of the final plat, and that no interest be charged until such time.

BE IT FURTHER RESOLVED that upon development or plat approval that tapping fee shall be based on the project year bid price per front foot or unit, or on the current year costs at the time of connection/platting, whichever is greater:

1.	Hawkinson Land, LLC	95-924-0020	
	7340 26 th Street NE	Project 9202	\$13,005.00
	Willmar	Project 9101	51,455.70
		Project 9002	35,340.00
		Project 0501	61,137.01

Section 24, Township 119, Range 35

That part of Northwest Quarter of Northwest Quarter lying Northwesterly of Highway right-of way, except the South 125 feet of North 175 feet of West 133 feet & except part platted into Kandiyohi County State Aid Highway No. 23 right-of-way Plat No.1. (26.40 acres)

2.	Hawkinson Land, LLC	95-913-0040	
	7340 26 th Street NE	Project 9202	\$12,095.00
	Willmar	Project 9002	8,255.00
		Project 0501	31,715.79

Section 13, Township 119, Range 35

Southwest Quarter of Southwest Quarter except the South 685 feet of West 468.8 feet of Southwest Quarter of Southwest Quarter and except part for plat of Pheasant Run. (32 acres)

3.	Gesch Properties LLC c/o LeAnn Isaacson 10785 46 th Place N Plymouth	95-914-2610 Project 9002 Project 9303 Project 0501 Project 1404	\$39,731.66 20,130.42 77,504.80 180,688.13
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Section 14, Township 119, Range 35

South 610 feet of Northeast Quarter except West 393.61 feet; Southeast Quarter except South 914.88 feet of West 1085 feet and except parts in plats-Bergquists Estates, Perkins 5th Addition and Gesch Park except that part of the South Half of Northeast Quarter described as follows: Commencing 715 feet South and 393.61 feet East of Northwest Corner of Southwest Quarter Northeast Quarter, Thence East to Southwest Corner of Lot 7, Block 7 Erickson's Third Addition, Thence South 70 feet, Thence West to East Line of Welch's Addition, Thence North 70 feet to point of beginning and except part platted into Gesch YMCA Addition and except that part of the South Half of the Southeast Quarter described as follows: Beginning at the Northwest Corner of Lot 2, Block 1, Gesch YMCA Addition, Thence South 548.78 feet, Thence West 363.89 feet, Thence North 54 feet to Southeast Corner of Lot 1, Block 6, Perkins Fifth Addition, Thence continuing North 495 feet to Northeast Corner of Lot 1, Block 4, Perkins Fifth Addition, Thence East along Southerly right-of-way boundary line of Olena Avenue 363.89 feet to point of beginning. (88.36 acres)

4.	Jean Langsjoen-Hogan Trust and Carter Family 1950 E Welco St. Peter	95-903-0010 Project 0501	\$93,012.00
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Section 3, Township 119, Range 35

Southeast Quarter of Southwest Quarter and Southwest Quarter of Southwest Quarter except the Southerly 350 feet of the Westerly 233 feet of Southwest Quarter of Southwest Quarter and except parts platted as Northwood Estates and Northwood Estates Second Addition. (64.13 acres)

5.	Bernard Revocable Trust Etal c/o William Bernard 520 Litchfield Ave SW Willmar	95-912-0970 Project 9701	\$12,119.04
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Section 12, Township 119, Range 35

*North 1,655 feet of Northwest Quarter excluding West 40 acres thereof.
(60 acres)*

6.	J & C Enterprises of Central MN c/o Stephen Jennings PO Box 639 Richmond	Project 8606 Hidden Valley Estates	\$17,869.51
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- 95-308-0010 Sect-08 TWP -119 Rang-35 Lot-001 Blk-001*
- 95-308-0020 Sect-08 TWP -119 Rang-35 Lot-002 Blk-001*
- 95-308-0030 Sect-08 TWP -119 Rang-35 Lot-003 Blk-001*
- 95-308-0040 Sect-08 TWP -119 Rang-35 Lot-004 Blk-001*
- 95-308-0050 Sect-08 TWP -119 Rang-35 Lot-005 Blk-001*
- 95-308-0060 Sect-08 TWP -119 Rang-35 Lot-006 Blk-001*
- 95-308-0070 Sect-08 TWP -119 Rang-35 Lot-007 Blk-001*

95-308-0080 Sect-08 TWP -119 Rang-35 Lot-008 Blk-001
95-308-0090 Sect-08 TWP -119 Rang-35 Lot-009 Blk-001
95-308-0100 Sect-08 TWP -119 Rang-35 Lot-010 Blk-001
95-308-0110 Sect-08 TWP -119 Rang-35 Lot-011 Blk-001
95-308-0120 Sect-08 TWP -119 Rang-35 Lot-012 Blk-001
95-308-0130 Sect-08 TWP -119 Rang-35 Lot-013 Blk-001
95-308-0140 Sect-08 TWP -119 Rang-35 Lot-014 Blk-001
95-308-0150 Sect-08 TWP -119 Rang-35 Lot-015 Blk-001
95-308-0160 Sect-08 TWP -119 Rang-35 Lot-016 Blk-001
95-308-0170 Sect-08 TWP -119 Rang-35 Lot-017 Blk-001
95-308-0200 Sect-08 TWP -119 Rang-35 Lot-001 Blk-002
95-308-0210 Sect-08 TWP -119 Rang-35 Lot-002 Blk-002
95-308-0220 Sect-08 TWP -119 Rang-35 Lot-003 Blk-002
95-308-0230 Sect-08 TWP -119 Rang-35 Lot-004 Blk-002
95-308-0300 Sect-08 TWP -119 Rang-35 Lot-001 Blk-003
95-308-0310 Sect-08 TWP -119 Rang-35 Lot-002 Blk-003
95-308-0320 Sect-08 TWP -119 Rang-35 Lot-003 Blk-003
95-308-0330 Sect-08 TWP -119 Rang-35 Lot-004 Blk-003
95-308-0340 Sect-08 TWP -119 Rang-35 Lot-005 Blk-003
95-308-0350 Sect-08 TWP -119 Rang-35 Lot-006 Blk-003
95-308-0360 Sect-08 TWP -119 Rang-35 Lot-007 Blk-003
95-308-0370 Sect-08 TWP -119 Rang-35 Lot-008 Blk-003
95-308-0380 Sect-08 TWP -119 Rang-35 Lot-009 Blk-003
95-308-0390 Sect-08 TWP -119 Rang-35 Lot-010 Blk-003
95-308-0400 Sect-08 TWP -119 Rang-35 Lot-001 Blk-004
95-308-0410 Sect-08 TWP -119 Rang-35 Lot-002 Blk-004
95-308-0420 Sect-08 TWP -119 Rang-35 Lot-003 Blk-004
95-308-0430 Sect-08 TWP -119 Rang-35 Lot-004 Blk-004
95-308-0500 Sect-08 TWP -119 Rang-35 Lot-001 Blk-005
95-308-0510 Sect-08 TWP -119 Rang-35 Lot-002 Blk-005
95-308-0520 Sect-08 TWP -119 Rang-35 Lot-003 Blk-005
95-308-0530 Sect-08 TWP -119 Rang-35 Lot-004 Blk-005
95-308-0540 Sect-08 TWP -119 Rang-35 Lot-005 Blk-005
95-308-0550 Sect-08 TWP -119 Rang-35 Lot-006 Blk-005

Dated this 8th day of September, 2015.

Dated this 8th day of September, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 8 Staff explained to the Committee that Verizon and the City of Willmar have entered into an agreement through which Verizon will be renting land from the City of Willmar at the fire station to build a new cell phone tower. The agreement states that Verizon will remit \$15,000 annually for land usage and a one-time fee of \$7,381.36 for new communications equipment to be placed on the tower. It is being proposed that the \$15,000 be used to replace four overhead garage doors, add a restroom in the training room area and remodel two other restrooms. The overhead doors were originally installed about 33 years ago and have outlived their useful life. They are falling apart and cannot be fixed. The fire department training room is used on an average of two to three times per week and has outgrown the one restroom concept. The original restroom in the training room area will be used as a female locker room/shower area. Currently we do not have an area for our female firefighters to use as a shower. The restroom/shower area in the male locker room is in need of repair with the tiles coming off the floor and the sink/toilet fixtures being

very old and inefficient. This restroom has never been remodeled and was built in 1970. The cost of replacing the overhead doors is estimated at \$8,760 and the restroom remodel project is estimated at \$7,560. The Verizon funds are currently unallocated and would pay for the projects listed above with additional funding coming from the 2015 Fire Department Operating Budget. Council Member Nelsen questioned setting a precedent by designating new revenue for specific projects. In response to Council Member Fagerlie's questions regarding details of the lease, staff explained that there is a one-time lump sum payment due from Verizon in the amount of \$7,381.36 for reimbursement of the purchase and installation of equipment. There is also a one-time lump sum payment due from Verizon in the amount of \$3,000 for reimbursement of the City's attorney costs for this lease. Verizon also agrees to pay annual rent of \$15,000 the first year with a 3% increase each year thereafter. The first term of the lease is five years with the option for several additional five-year extensions after that. Responsibility for payment of real estate taxes as a result of improvements made to the property were not addressed in the lease.

The Committee was recommending the Council introduce a resolution allocating the funds to be received from Verizon for the this year's annual rent of \$15,000 and equipment expenses for their new cell phone tower of \$7,381.36 to the Fire Department budget for building maintenance projects and to purchase the replacement communications equipment that will be placed on the Verizon tower.

Resolution No. 9 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 9

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to allocate revenue from Verizon totaling \$22,381 for the Fire Department building maintenance projects and to purchase replacement communications equipment that will be placed on the new Verizon tower as follows:

Increase:	2015 Rental Revenue/Fire Department	\$ 22,381
Increase:	2015 Capital Outlay/Fire Department for Replacement of Tower Communications Equipment, Replacement of 4 Overhead Garage Doors, Addition of another Restroom, and Remodel of Locker Rooms	\$ 22,381

Dated this 8th day of September, 2015.

/s/ Marv Calvin

 Mayor

/s/ Kevin Halliday

 Attest: City Clerk

Council Member Anderson made a motion to approve and file the Finance Committee Report for August 31, 2015. Council Member Fagerlie seconded the motion.

The Public Works/Safety Committee Report for September 1, 2015 was presented to the Mayor and Council by Council Member Christianson. There were eight items for consideration.

Item No. 1 There were no public comments.

Item No. 2 Police Chief Jim Felt noted the jail census for September 1, 2015 was 162; 95 inmates from the Department of Corrections, 66 inmates from Kandiyohi County and 1 inmate from Swift County. The calls for service for the previous two weeks totaled 912. 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 16 days ahead of 2014 at this date. Chief Felt presented new brochures to the Committee that have been distributed detailing outreach topics for the downtown business district on state laws, city

ordinances and guidelines. The brochures are also available in Somali and Spanish translations. The Committee discussed the Police activity level of the downtown business district versus other areas of the City, with it actually being a relatively quiet area and the Police trying to break the stigma of people perceiving it as an area of high crime.

Fire Chief Frank Hanson noted the total calls for service for the previous two weeks totaled 9, and included several fire calls, vehicle accidents, a car fire and natural gas leak. The total calls for service so far this year is 233, 23 calls above last year. Five new firefighters will be notified this week of their acceptance into the department and another six will be hired in December. The Committee discussed the availability of the FEMA website for the NIMS training courses they are to complete and pictures for new ID cards taking place on Thursday, September 3rd. These updated were received by the Council for information only.

Item No. 3 Staff brought forth, for information, a Playground Inspection Report compiled by the Public Works Department's Certified Playground Safety Inspector Justin DeLeeuw. The report detailed inspection of the 230 individual pieces of playground equipment in the City's 28 parks. Each piece of equipment has a priority rating of 1 through 5, with 1 indicating a potential life threatening issue and recommendations to remove immediately and 5 signifying no issues. Each rating is given through a combination of the inspector's opinion and the use of a National Recreation and Park Association testing kit. The Committee discussed the priority rating 1 pieces of equipment and weighed the options of either removing them or fixing them to make them compliant.

At this time the Playground Inspection Report was given by Justin DeLeeuw, Public Works Operator, to the full Council. He demonstrated the equipment used to assist in the report determinations. Examples were shown of protrusion and entrapment hazards on play equipment. There were 230 units in the park study of which 43 are deemed priority-one hazards and 19 priority two-hazards, which is just under 30% of the total being designated as the major hazards. On the plus side, 40-50% are a priority four or five.

Public Works Director Sean Christensen stated it is staff's recommendation to remove all the priority-one equipment as soon as possible. Community Education and Recreation Director Steve Brisendine stated it was also the consensus of the Community Education and Recreation Board to remove the number one's and direct staff to revisit the number two's as they are removing the number one's. Council Member Christianson stated it was discussed at the committee level how to make the public aware of why and where this equipment is being removed.

Council Member Christianson made a motion to direct staff to remove all the priority one-rated playground equipment. Council Member Anderson seconded the motion. Council Member Nelsen made a motion to amend the motion to include directing staff to review the priority-two equipment and bring the recommendation to the Public Works/Safety Committee in the near future for consideration. Council Member Christianson seconded the motion. The amendment to the original motion passed. The original motion directing staff to remove the priority one-rated equipment passed.

Discussion was held as to disposal of the equipment and it was noted by Council Member Nelsen that there may be interest by the Historical Society as there are some antique pieces that can be displayed.

The Park Plan was briefly discussed, particularly if there are any plans to downsize parks. It was noted by Community Education and Recreation Director Steve Brisendine that it has been discussed throughout the Park Plan and the number of parks the City has is large for a community of this size. Mr. Brisendine felt this would be a great discussion item for the Council to have, allowing the opportunity to downsize and repurpose some other parks.

Item No. 4 Staff brought forth, for information, the response to concerns of the intersection of Becker Avenue and 9th Street SW for the need of a traffic control device. The history of crashes at the intersection was investigated, with five total since 2011. Four were two vehicle right angle crashes from people claiming they didn't see the other car and one crash where the vehicles left the scene before officers

arrived. Two had citations for driver's license violations, but none for excessive speed and four of the crashes had no reported injuries. Only one accident listed the vehicles needing to be towed. With the accident history, good overall visibility and lower traffic counts, staff does not recommend a traffic control device such as a stop sign be placed at the intersection. The Committee questioned if a yield sign would help alleviate the concerns and staff stating yield signs typically train motorists to drive through the traffic control devices. This was received by the Council for information only.

Item No. 5 Staff brought forth, for approval, the utility easement for property owned by Wallace and Amanda Titus for the relocation of the Country Club Drive Lift Station in the amount of \$4,000.00. The easement was previously negotiated and agreed upon with the property owners and construction will begin next spring. The Committee was recommending to the Council to approve the utility easement for property owned by Wallace and Amanda Titus for the Country Club Drive Lift Station in the amount of \$4,000.00.

Resolution No. 10 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 10

AUTHORIZATION TO EXECUTE LIFT STATION UTILITY EASEMENT

WHEREAS, a utility easement has been prepared for relocation of the Country Club Drive Lift Station to construct, operate and maintain such lift station on or under the described lands; and

WHEREAS, an agreement has been prepared for the terms and conditions of easement with compensation to the landowner in the amount of \$4,000.00;

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Willmar that the Mayor and City Administrator are hereby authorized to sign said easement on behalf of the City.

Dated this 8th day of September, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 6 Staff brought forth, for approval, contracting with Andi's FenceAll for backstop/fencing projects at the Swansson Field Complex in the amount of \$16,999.92. The 2015 CIP allocated \$30,000 for the replacement of the backstops at the blue and red fields, repairing one post, adding a six foot extension on the orange field and replacing the security fence. The Committee was recommending to the Council to approve the contract with Andi's FenceAll for the backstop/fencing projects at the Swansson Field Complex in the amount of \$16,999.92. The motion carried.

Resolution No. 11 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 11

WHEREAS the City of Willmar desires to enter into a Construction Services Agreement with Andi's FenceAll to replace backstops and fencing in the Swansson Field Complex in the amount not to exceed \$16,999.92; and

WHEREAS an agreement has been prepared detailing the terms of the services;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Willmar that said agreement be approved and that the Mayor and City Administrator be authorized to execute the same.

Dated this 8th day of September, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 7 Staff brought forth, for information, the Public Works Department's future staffing of Operators. On February 27th there will be one retirement and staff is unaware of any further retirements at this time. Each City employee will base their personal retirement decisions on multiple factors including age, state benefit eligibility, and current job status/satisfaction. The current Public Works staff has done a tremendous job cross training and preparing people for the inevitable. The Committee discussed the importance of cross training the Operators and providing procedures on various tasks for future employees. This was received by the Council for information only.

Item No. 8 The Committee requested staff examine Branch 3 of Ditch 23A for overgrown vegetation by Valley Golf. The recent concerns of Rice Park were discussed with the possibility of curfew enforcement after 10 p.m. The lights of the park in the tennis courts are on a timer to shut off at 10 p.m. but the security lights illuminate the basketball court and remain on all night. This was received by the Council for information only.

The Public Works/Safety Committee Report for September 1, 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 September 2, 2015 was presented to the Mayor and Council by Council Member Ahmann. There were three items for consideration.

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

Item No. 2 Staff was directed by the Council in July to proceed with renewing the contract with Anderson Law Firm. Tom Anderson, the City's prosecuting attorney of Anderson Law Firm, was present to answer questions of the committee. Mr. Anderson addressed the Committee stating he has been the prosecuting attorney for the City since 2012 and he stated things are going well and he has a good rapport with the Police Department. Since 2012 he has implemented additional technology in his practice allowing him to have files available on a laptop during court. A current cost-savings measure which saves overtime pay to off-duty officers with communication with the defense attorneys and Police Department staff has been initiated.

Interim City Administrator Kevin Halliday informed the Committee they have the option of entering into a one-year or a three-year contract and pointed out a change in the contract from previous years is a \$500/year cost reimbursement. Following some discussion, the Committee was recommending the Council approve the three-contract with Anderson Law Firm as presented.

Resolution No. 12 was introduced by Council Member Ahmann, seconded by Council Member Anderson, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 12

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 contract between the City of Willmar and Anderson Law Offices for a period of three years.

Dated this 8th day of September, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 3 Interim City Administrator Kevin Halliday informed the Committee that the three positions which were previously before the Committee have now been reviewed and scored by the Compensation Study Committee and the pay grades set. Public Works Director Sean Christensen addressed the Committee stating these positions take into account items that need to be addressed and/or duties staff is currently struggling to complete along with their normal work tasks. Mr. Christensen recapped each position giving background information as to the position's previous existence, modification of promoting current staff, or creation as a new position.

The position details of Environmental Specialist were presented by Wastewater Treatment Plant Superintendent Colleen Thompson. This is a new position with the City which staff is proposing to fund by not filling the Safety Coordinator/Assistant Lab Tech position vacated due to retirement. This position will coordinate environmental/regulatory issues and maintain awareness of potential future environmental regulation changes that may affect operations within the City. This individual will facilitate regulatory and permitting efforts for stormwater and help facilitate MS4 requirements along with providing support for regulatory and environmental issues at the Wastewater Treatment Facilities and make recommendations for environmental compliance.

The Committee discussed the funding for the position realizing it can be funded by allocating the unspent monies from the vacancy of the Safety Coordinator/Assistant Lab Technician. A motion was made by Council Member Anderson to approve the Environmental Specialist position and job description and authorize the filling of the position after Council ratification. Council Member Christianson seconded the motion, which carried.

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

The position of Building Maintenance Supervisor was addressed by Public Works Director Sean Christensen noting this would be the promotion of existing staff from Pay Grade 3 to Pay Grade 6 and filling the then vacant custodial position. This individual would organize the existing custodial staff and maintain the City buildings relieving some coordination from the Public Works Director. Mr. Christensen stated the City's facilities are currently under review and a Facility Management Plan is forthcoming which this individual can use to ensure the maintenance projects are completed. This position was filled by a staff member in the past who later withdrew from the added duties.

The Committee discussed the necessity of the Building Maintenance Supervisor position noting there is no immediate funding source to cover the additional costs. A motion was made by Council Member Anderson to refer this position to the 2016 budgetary process for consideration. Council Member Nelsen seconded the motion, which carried.

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

The Assistant Public Works Director position was presented by Public Works Director Sean Christensen noting that the City continues to advertise for an Assistant City Engineer and in the last 1 ½ years only three applications have been submitted. Mr. Christensen is proposing the promotion of the Senior Technician and filling an Engineering Technician position to return the department to its previous staffing level. He stated he saw no need to have two Professional Engineering licenses on staff for a community of this

size. This was viewed as a short-term solution and the staffing changes would have no negative affect on the budget.

A motion was made by Council Member Nelsen to approve the Assistant Public Works Director job description to be filled by promotion and authorize the filling of the Engineering Technician position after Council ratification. Council Member Christianson seconded the motion, which carried.

Council Member Nelsen questioned the title for this position and how it fits into the City's organizational chart. The question was raised as to who would report to this position and if they are in charge in the absence of the Public Works Director. Public Works Director Christensen responded to the questions stating this position supervises all the Engineering Technicians and in his absence would be in charge of the Engineering Department and the other departments would be controlled by their respective supervisors. Staff was directed by the Council to bring a recommendation to the Labor Relations Committee of which particular title will be used for this position.

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

Council Member Ahmann announced the meeting on September 30th at the Health and Human Services Building relating to the Vision 2040 HRA Study.

Council Member Anderson commented on previous Labor Relations Committee minutes and discussion that was held pertaining to the Arena Manager position in relation to this employee's supervisor noting currently the supervision falls under the Joint Powers Agreement with the Willmar School District. He questioned City Attorney Robert Scott asking if he had the opportunity to look into the current agreement.

City Attorney Robert Scott reported he reviewed the joint powers agreement and there was nothing contained in it that requires the Arena Manger report to the Willmar School District and Community Education and Recreation. It appears to be an agreement through mutual understanding that this position report to the WCER Director. Nothing in the agreement would prevent the Council from directing the position report to the Public Works Director and his practical recommendation would be to work through the Joint Powers Board. This matter will be referred back to the Labor Relations Committee for discussion.

The Labor Relations Committee Report for September 2, 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 Nelsen, and carried.

Interim City Administrator Kevin Halliday presented a list of polling locations for consideration for the Ward 4 Special Election. The City is required by law to publish/post the polling locations for the Special Election, scheduled for Tuesday, November 10, 2015.

Resolution No. 13 was introduced by Council Member Christianson, seconded by Council Member Plowman, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 13

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that the following buildings be designated as the official voting locations for the 2015, Ward 4 Special Election.

FOURTH WARD: 1 st Precinct	First Baptist Church 1000 6 th Street Southeast
2 nd Precinct	Calvary Lutheran Church 302 Olena Avenue

3rd Precinct

Redeemer Lutheran Church
1401 Southwest 6th Street

Dated this 8th day of September, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Planning and Development Director Bruce Peterson brought forth for consideration an ordinance to rezone from R-4 (Medium Density Multiple Family Residential) to R-3 (Low Density Multiple Family Residential). Mr. Peterson explained the proposal was brought before and approved by the Planning Commission by Koosman Construction to develop single-family residential rental units on their property located off of 25th Street SE, 3rd Avenue SE, 2nd Avenue SE and Terraplane Drive SE, which is zoned R-4. Single-family homes are not permitted in the R-4 District. There is currently a mix of multi-family twin homes and four-plexes in the area, as well as commercial to the north and east. R-3 permits single family up to four-plexes. It was staff's recommendation to hold a hearing to consider the ordinance. A motion was made by Council Member Fagerlie, seconded by Council Member Anderson to introduce the rezoning ordinance for a hearing on September, 2015. The motion carried.

Announcements for Council Committee meeting dates were as follows: Finance (Full Council), 4:45 p.m. at Council Chambers, September 14; Labor Relations (Full Council), 4:45 p.m. at City Hall, September 16 and Community Development, 4:45 p.m. at City Hall September 17, 2015.

Mayor Calvin asked the Council Members to also mark their calendar for October 19th at 5:00 p.m. at the Council Chambers to meet with Gary Weiers to discuss the next steps in the search process for the City Administrator. There will be a light lunch served in the back meeting room prior to the start of the City Council meeting at 7:00 p.m. Mayor Calvin also requested Council Members consider dates for a Council Retreat in October for goal setting. The retreat would be conducted in one day in an approximate four-six hour range. A facilitator is currently being sought. He asked that any conflicts of dates in October be sent directly to Interim City Administrator Kevin Halliday so arrangement can be finalized relatively soon.

Council Member Anderson offered a motion to adjourn the meeting with Council Member Christianson seconding the motion, with carried. The meeting adjourned at 9:20 p.m.

Attest:

MAYOR

SECRETARY TO THE COUNCIL