

**PUBLIC WORKS/SAFETY COMMITTEE**

**MINUTES**

The Public Works/Safety Committee of the Willmar City Council met on Tuesday, November 1, 2016, in Conference Room No. 1 at the City Office Building.

Present: Audrey Nelsen ..... Vice Chair  
Andrew Plowman ..... Member  
Tim Johnson ..... Alternant Member

Others present: Interim City Administrator Michael McGuire; Public Works Director Sean Christensen; Chief of Police Jim Felt; Fire Chief Frank Hanson; Community Education & Recreation Director Steve Brisendine; Shelby Lindrud "West Central Tribune".

Item No. 1 Call to Order

The meeting was called to order by Chair Nelsen at 5:02 p.m.

Item No. 2 Public Comment

No public comments were made.

Item No. 3 Police and Fire Updates (Information)

Chief Felt noted the jail census for November 1, 2016 was 114; 31 inmates from the Department of Corrections, 71 inmates from Kandiyohi County and 12 inmates from other counties. The calls for service the previous two weeks totaled 813 and are 2 days ahead of this date last year. The majority of the calls for the previous two weeks were for traffic stops, followed by public assists and family service calls. Chief Felt noted the department is hosting two Somali-American police officers for a public seminar on November 2<sup>nd</sup> at 2 p.m. at the Library to speak about diverse communities and will also be participating in a private training session with officers that evening. The process continues to move forward to hire two new officers, with the new hires being able to start in as soon as two weeks.

Chief Hanson noted total Fire Department total calls for service in the previous two weeks totaled 15. The calls included 4 alarm activations, 4 crashes, 3 gas line cuts, 1 kitchen fire, 1 cooking fire, 1 carbon monoxide call and 1 assist in searching for a child by Raymond. The total calls for service this year is 274, compared to 297 calls in 2015. The dispatch to en-route time currently is 4 minutes 32 seconds. Chief Hanson noted all of the department's 2016 projects are finished. The department is looking into partnering with the Red Cross to install smoke detectors in 1,000 homes in January. The Red Cross would provide the supplies and the department would donate the labor to install them.

Item No. 4 WatchGuard Video Server and Software Purchase (Resolution)

Staff brought forth, for approval, the purchase of a computer server and associated software from WatchGuard in the amount of \$13,665.00 for the Police Department. The server and software will be used to upgrade the ten squad car video systems and prepare for future body camera additions. Funds will be utilized from the Law Enforcement DUI/Narcotics forfeiture account for the purchase.

A motion was made by Council Member Plowman, seconded by Council Member Johnson to approve the purchase of a computer server and associated software from WatchGuard in the amount of \$13,665.00. The motion carried.

Item No. 5 Petition for Utility Easement Vacation Terraplane Estates (Resolution)

Public Works Director Christensen brought forth, for approval, the resolution authorizing the utility easement vacation of Terraplane Estates. Koosman Land Company replatted it to accommodate single family

home construction at 25<sup>th</sup> Street SE, and during this process it was determined the 109 foot utility easement would have to be vacated at the cost of the developer.

A motion was made by Council Member Plowman, seconded by Council Member Johnson to approve the adoption of the resolution vacating the utility easement in Terraplane Estates. The motion carried.

Item No. 6      Standard Loan Renewal Agreement for F-14 TOMCAT at Airport (Resolution)

Staff brought forth, for approval, the standard loan renewal agreement for the F-14 TOMCAT at the Willmar Municipal Airport. The City entered into an agreement with the Navy for the aircraft to be placed at the airport and a loan renewal agreement is required every five years.

A motion was made by Council Member Plowman, seconded by Council Member Johnson to approve the standard five year loan renewal agreement for the F-14 TOMCAT with the Department of the Navy. The motion carried.

Item No. 7      Seasonal Parking Restrictions (Motion)

Staff brought forth, for information, discussion on the increased parking along 9<sup>th</sup> Street, 12<sup>th</sup> Street and Pioneer Circle SE. Concerns had been previously noted of Bethesda staff parking along these streets rather than utilize the facility parking lot. With this increased parking, there is a concern for obstruction during the snow removal operations by City snowplows in the winter months. Staff has since spoke with Bethesda staff and they are proactively working with their employees on parking in the provided lot. Staff is recommending no action at this time and continuing to monitor the situation for further improvement.

A motion was made by Council Member Plowman, seconded by Council Member Johnson to table the discussion of parking concerns until further notice. The motion carried.

Item No. 8      Rice Park Improvements (Motion)

Staff brought forth, for approval, consideration to either reject all bids for the Rice Park Improvements project and authorize re-bidding or to accept the bid from Marcus Construction and find an approximate \$50,000 to fund the project as originally bid. Six bids were received for the project and all were above the \$705,000 budgeted.

Following discussion, a motion was made by Council Member Plowman, seconded by Council Member Johnson for staff to proceed with finding the \$50,000 in additional funds needed to accept the bid from Marcus Construction for the Rice Park Improvement project and bringing their findings to the full Council Finance meeting on November 15<sup>th</sup>. The motion carried.

Item No. 9      Non-Agenda Items (Information)

The Committee discussed the date of the next Public Works/Public Safety meeting, as there is a full Council Finance Committee meeting previously scheduled on Tuesday, November 15<sup>th</sup>. The Committee decided to still briefly meet on the 15<sup>th</sup> at 4:30 p.m. before the Finance meeting at 4:45 p.m.

There being no further business to come before the Committee, the meeting was adjourned at 5:31 p.m. by Chair Nelsen.

Respectfully submitted,



Sean E. Christensen, P.E.  
Public Works Director