

**WILLMAR CITY COUNCIL PROCEEDINGS**  
**BOARD ROOM**  
**HEALTH AND HUMAN SERVICES BUILDING**  
**& BY ELECTRONIC MEANS (GO TO MEETING)**  
**WILLMAR, MINNESOTA**

January 18, 2022  
6:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Mayor Marv Calvin. Members present on a roll call were Mayor Marv Calvin, Council Members Rick Fagerlie, Julie Asmus, Thomas Butterfield, Michael O'Brien, Justin Ask, Vicki Davis, and Audrey Nelsen. Present 8, Absent 1. Council Member Andrew Plowman was excused from the meeting. Council Member Julie Asmus attended remotely.

Also present were City Administrator Leslie Valiant, Police Chief Jim Felt, Finance Director Steve Okins, Planning and Development Services Director Justice Walker, Interim Public Works Director Gary Manzer, City Clerk Judy Thompson, and City Attorney Robert Scott.

There were no additions or deletions to the agenda.

Council Member Fagerlie moved to approve the agenda, as presented. Council Member Nelsen seconded the motion, which carried unanimously.

City Clerk Judy Thompson reviewed the consent agenda.

- A. City Council Minutes of January 3, 2022
- B. Willmar Municipal Utilities Commission Minutes of January 10, 2022
- C. **Resolution No. 2022-010 Authorizing Execution of Airport Maintenance and Operations Grant Contract**
- D. **Resolution No. 2022-011 Approving Minor Subdivision of Matthew Timothy House**
- E. **Resolution No. 2022-012 Approving Public Works International Truck Purchase with Snow Removal Equipment**
- F. Reappointments to Boards/Commissions
  - Cody Miller, Dan O'Meara and David Little to Airport Commission
- G. Building Report for the Month of December 2021
- H. ~~Appointment to Rice Hospital Board—Michael May MD~~

Council Member Fagerlie offered a motion to approve the consent agenda and introduced **Resolution No. 2022-009 Approving Consent Agenda Items**. Council Member Fagerlie asked that Item H. be pulled for discussion. Council Member Nelsen seconded the motion to approve the consent agenda items, with the exception of Item H., which carried on a roll call vote of Ayes 7, Noes 0.

Council Member Fagerlie asked for clarification in regards to Rice Hospital Board members and the allowance of one medical person to be a resident outside the City of Willmar. City Attorney Scott stated that is correct. Council Member Fagerlie then offered a motion to approve Item H. Council Member Nelsen seconded the motion, which carried unanimously.

There was no one present to speak during the Open Forum.

At 6:14 p.m. Mayor Calvin opened the public hearing for 2022 Street and Other Improvements. Interim City Engineer Jared Voge presented details of the proposed improvements for 2022.

Ricardo Aviles, 510 Charlotte Street SE, asked for clarification of the proposed improvements for his street.

Bruce DeBlicck, 820 7<sup>th</sup> Street NW, asked for clarification of the proposed improvements for his street.

There being no others to speak for or against the proposed improvements, Mayor Calvin closed the public hearing at 6:49 p.m. and opened it up for discussion by the Council. Following discussion, Council Member Fagerlie introduced **Resolution No. 2022-013 A Resolution Ordering the 2022 Street and Other Improvements and Directing Staff to Prepare Final Plans and Specifications.** Council Member Butterfield seconded the motion.

Following further discussion, Council Member Nelsen offered a motion to pull Sperryville parking lot from the list of proposed assessments. Council Member Butterfield seconded the motion, which failed on a roll call vote of Ayes 3, Noes 4. Council Members Fagerlie, Asmus, Ask, Davis and Nelsen voted “no”.

The original motion then carried on a roll call vote of Ayes 7, Noes 0.

Planning and Development Services Director Walker presented a request to authorize the Mayor and Administrator to enter into a professional services agreement with BKV Group from the facilities RFP process.

Following discussion, Council Member Davis introduced **Resolution No. 2022-014 Awarding the City Facilities Study and Architect Design Consultant Services Agreement to BKV Group.** Council Member O’Brien seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Baker Tilly Representative Patti Heminover presented a request to approve the City Operations Director (Assistant City Administrator) search brochure.

Following discussion, Council Member Nelsen offered a motion to approve the brochure as presented. Council Member Ask seconded the motion.

Following further discussion, Council Member Fagerlie offered an amendment to change the title, for advertising purposes, to Assistant City Administrator (City Operations Director). Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 4, Noes 3. Council Members O’Brien, Davis, and Nelsen voted “no”.

Interim Public Works Director Manzer presented a request to accept the memorandum of agreement with Willmar Municipal Utilities for water mains and fire hydrants.

Following discussion, Council Member O’Brien introduced **Resolution No. 2022-015 Authorization to Approve a Memorandum of Agreement with Willmar Municipal Utilities for Water Mains and Fire Hydrants.** Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

City Clerk Thompson presented a request to approve and acknowledge the donations for the third and fourth quarters of 2021.

Council Member Fagerlie introduced **Resolution No. 2022-016 Acknowledgement of Donations.** Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

City Administrator Valiant presented a request to approve a council work session to be held at 6:30 p.m. at the Willmar Fire Station training room on Monday, January 24, 2022, or Monday, January 31, 2022.

Following discussion, Council Member Fagerlie offered a motion to approve the work session to be held at 6:30 p.m. at the Willmar Fire Station on Monday, January 31, 2022. Council Member Davis seconded the motion, which carried unanimously.

Mayor Calvin offered the following comments: great things are happening in our community – get involved, be involved; the COVID numbers are increasing in our community according to the recent numbers – please wear your mask and get vaccinated.

Council Member Fagerlie offered a motion to adjourn the meeting with Council Member Nelsen seconding the motion, which carried. The meeting adjourned at 8:05 p.m.

/s/ Marv Calvin  
MAYOR

Attest:

/s/ Judy Thompson  
SECRETARY TO THE COUNCIL

**RESOLUTION NO. 2022-009**  
**APPROVING CONSENT AGENDA ITEMS**

Motion By: Fagerlie                      Second By: Nelsen

WHEREAS, the City Charter for the City of Willmar requires the City Council approve all Consent Agenda items by resolution.

BE IT RESOLVED by the City Council of the City of Willmar Minnesota, that all Consent Items of the January 18, 2022 City Council meeting be approved as presented.

Dated this 18th day of January, 2022

/s/ Marv Calvin  
MAYOR

Attest:

/s/ Judy Thompson  
CITY CLERK

**RESOLUTION NO. 2022-010**  
**RESOLUTION AUTHORIZING EXECUTION OF**  
**MINNESOTA DEPARTMENT OF TRANSPORTATION**  
**AIRPORT MAINTENANCE AND OPERATION GRANT CONTRACT**

Motion By: Fagerlie                      Second By: Nelsen

BE IT RESOLVED by the City Council of the City of Willmar that the State of Minnesota Contract Number 1047535 "Airport Maintenance and Operation Grant Contract," at the Willmar Municipal Airport is accepted.

The Mayor and City Administrator are authorized to execute this agreement and any amendments on behalf of the City of Willmar.

Dated this 18th day of January, 2021

/s/ Marv Calvin  
MAYOR

Attest:

/s/ Judy Thompson  
CITY CLERK

**RESOLUTION NO. 2022-011**

**A RESOLUTION APPROVING THE MINOR SUBDIVISION OF MATTHEW TIMOTHY HOUSE LOCATED AT 619 AND 621 TROTT AVENUE SW**

Motion By: Fagerlie                      Second By: Nelsen

BE IT RESOLVED by the City Council of the City of Willmar to approve the minor subdivision of Matthew Timothy House to split the property into two parcels.

Dated this 18<sup>th</sup> day of January, 2022.

/s/ Marv Calvin  
MAYOR

ATTEST:

/s/ Judy Thompson  
CITY CLERK

**RESOLUTION NO. 2022-012**

**A RESOLUTION APPROVING THE PURCHASE OF A 2023 INTERNATIONAL DUMP TRUCK WITH SNOW REMOVAL EQUIPMENT IN THE AMOUNT OF \$213,469.**

Motion By: Fagerlie                      Second By: Nelsen

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the purchase of a 2023 International HV507 dump truck from North Central International of St. Cloud, LLC is accepted through State Contract No. 194866 in the amount of \$96,095, and snow removal equipment from Tow Master Truck Equipment, LLC through State Contract No. 193042 in the amount of \$117,374, and be it further resolved the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidders for the terms and consideration of the contract in the total amount of \$213,469 with tax and license paid at a later date.

Dated this 18th day of January, 2022

/s/ Marv Calvin  
Mayor

Attest:

/s/ Judy Thompson  
City Clerk

**RESOLUTION NO. 2022-013**

**A RESOLUTION ORDERING THE 2022 STREET AND OTHER IMPROVEMENTS AND DIRECTING STAFF TO PREPARE FINAL PLANS AND SPECIFICATIONS.**

Motion By: Fagerlie                      Second By: Butterfield

WHEREAS, after due Notice of Public Hearing on the construction of street and other improvements for the City of Willmar, Minnesota, hearing on said improvements was duly held and the Council heard all persons desiring to be heard on the matter and fully considered the same.

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

1. It is advisable, expedient, and necessary that said improvements as described in the Notice of Hearing thereon be constructed and the same are hereby ordered made.
2. The improvements described in said Notice of Hearing are hereby designated and shall be known as 2022 Street and Other Improvements.
3. The City's Engineer is hereby directed to prepare final plans and specifications for said improvements.
4. The City Council shall let the contract for all or part of the work for said improvements or order all or part of the work done by day labor or otherwise as authorized by Minnesota Statutes, Section 429.041, Subdivision 2, within one year of the date of this resolution ordering said improvements.

Dated this 18th day of January, 2022

/s/ Marv Calvin  
Mayor

Attest:

/s/ Judy Thompson  
City Clerk

**RESOLUTION NO. 2022-014**

**A RESOLUTION AWARDING THE CITY FACILITIES STUDY AND ARCHITECT DESIGN CONSULTANT SERVICES AGREEMENT TO BKV GROUP.**

Motion By: Davis                      Second By: O'Brien

Whereas the City of Willmar desires to retain a firm to provide professional services for the City Facilities Study and Architect Design; and

Whereas a proposal has been made by the firm of BKV Group at an estimated cost of \$22,000;

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 18th day of January, 2022

/s/ Marv Calvin  
Mayor

Attest:

/s/ Judy Thompson  
City Clerk

**RESOLUTION NO. 2022-015**

**AUTHORIZATION TO APPROVE A MEMORANDUM OF AGREEMENT WITH WILLMAR MUNICIPAL UTILITIES FOR WATER MAINS AND FIRE HYDRANTS**

Motion By: O'Brien Second By: Fagerlie

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the City Administrator be authorized to sign a Memorandum of Agreement between the City of Willmar and Willmar Municipal Utilities for water mains and fire hydrants.

Dated this 18<sup>th</sup> day of January, 2022

/s/ Marv Calvin  
MAYOR

Attest:

/s/ Judy Thompson  
CITY CLERK

**RESOLUTION NO. 2022-016**

**ACKNOWLEDGEMENT OF DONATIONS**

Motion By: Fagerlie Second By: Nelsen

WHEREAS, the City of Willmar has received donations that have been acknowledged by the City Administrator expressing the community's appreciation for the calendar period of July 1, 2021 through December 31, 2021.

\$6,311.00	100 Yard Club – Toward Goal Posts at the new Recreation Turf Fields
6,311.00	Cardinal Pride – Toward Goal Posts at the new Recreation Turf Fields
686.00	Willmar Baseball/Fastpitch Boosters Association – Pitching Mound
100.00	Frances Hendershott – Willmar Police Explorers Program and Emergency Response Team
150.00	Kandiyohi County Corn & Soybean Growers Assn. – Fire Department Safety Equipment
200.00	Roma Fostervold – Willmar Police Explorers Program and Emergency Response Team
1,500.00	Stingers – Willmar Baseball LLC – Field Improvements at Swansson and Baker Complexes
50.00	Hormel/Jennie-O Turkey Store – “Drive-up and Treat” Halloween Event

- 150.00 Walt's Car Wash - "Drive-up and Treat" Halloween Event
- 25.00 Ridgewater Athletics Program - "Drive-up and Treat" Halloween Event
- 200.00 Dooley's Petroleum - "Drive-up and Treat" Halloween Event
- 500.00 Rick and Tracy Clark (Ryane Clark Fund) - Police Explorers Program
- 50.00 Perkins Lumber - "Drive-up and Treat" Halloween Event
- 100.00 Shelly Holmquist - "Drive-up and Treat" Halloween Event
- 120.00 Rev. David Rogers - "Drive-up and Treat" Halloween Event
- 80.00 Harriet Carlson - Policers Explorers Program in memory of Carl Jones
- 100.00 Bert Drist - Lumber for use in Community Center Wood Shop
- 200.00 Beverly Falk - Fire Department to be used at their discretion
- 150.00 Rick and Tracy Clark (Ryane Clark Fund) - Police Explorers Program
- 100.00 UCare - "Drive-up and Treat" Halloween Event
- 600.00 Vista Prairie at Copperleaf - "Curbside Crafts" Event at Community Center
- 250.00 Coborns Inc. - Police Department Willmar Area Community Emergency Response Team
- 100.00 Earline Schulstad - Police Explorers Program
- 500.00 Iron Warriors MC - Fire Explorers Program
- 3,000.00 Anonymous Donor - Police Department Safety Equipment
- 600.00 AgCountry Farm Credit Services - Willmar Fire Explorers

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar, Minnesota that the City formally accept the donations as listed above.

Dated this 18th day of January, 2022

/s/ Marv Calvin  
MAYOR

Attest:

/s/ Judy Thompson  
CITY CLERK