

**WILLMAR CITY COUNCIL PROCEEDINGS**  
**BOARD ROOM**  
**HEALTH AND HUMAN SERVICES BUILDING**  
**WILLMAR, MINNESOTA**

February 18, 2020  
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Pro Tempore Rick Fagerlie. Members present on a roll call were Mayor Pro Tempore Rick Fagerlie, Council Members Shawn Mueske, Vicki Davis, Fernando Alvarado, Julie Asmus, Andrew Plowman, and Audrey Nelsen. Present 7, Absent 2. Mayor Marv Calvin and Council Member Kathy Schwantes were excused from the meeting.

Also present were Interim City Administrator Brian Gramentz, Police Captain Michael Anderson, Planning and Development Services Director David Ramstad, and City Clerk Judy Thompson.

There were no additions or deletions to the agenda.

Council Member Mueske moved to approve the agenda as presented. Council Member Alvarado seconded the motion which carried.

City Clerk Judy Thompson reviewed the consent agenda.

- A. City Council Minutes of February 3, 2020
- B. Willmar Municipal Utilities Board Minutes of February 10, 2020
- C. Planning Commission Minutes of February 5, 2020
- D. Application for Appointment – Rebecca Chelene to Human Rights Commission
- E. Application for Appointment – Chloe Quinn to Parks and Recreation Board
- F. Application for Exempt Permit – Willmar Fests, Inc.
- G. Accounts Payable Report for January 30 through February 12, 2020
- H. Building Report for the Month of January, 2020
- I. Police Commission Minutes of September 24, 2019
- J. Central Community Transit Minutes of September 24, 2019

Council Member Mueske offered a motion to approve the Consent Agenda. Council Member Nelsen seconded the motion which carried.

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

The Finance Committee Report for February 6, 2020 was presented to the Mayor Pro Tempore and Council by Council Member Nelsen. There were six items for consideration.

**Item No. 1** Staff provided a list of fourth quarter donations received by the City to the committee. Pursuant to former Council action on March 7, 2016, a donation protocol allows staff to promptly send a thank you letter and formally approve the donations on a quarterly basis. At this time it was the recommendation of the Committee to introduce a resolution to accept the list of 4th quarter 2019 donations totaling \$12,932.56 as presented.

**Resolution No. 2020-022 Acknowledgement of Donations** was introduced by Council Member Nelsen. Council Member Plowman seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

**Item No. 2** The committee has reviewed and discussed recommendations to the Fund Balance Policy that would include reference to the City Charter Article III – Community Investment Fund, under Section IV Other Policy Considerations of the Fund Balance Policy. The reasons discussed were due to the restrictive nature and number of findings required. It was included by reference only, due to the length of the Article and

then any Charter changes would automatically apply. It was the recommendation of the Committee to introduce a resolution to amend the City Fund Balance Policy to address the Community Investment Fund.

**Resolution No. 2020-023 Adopt Revised Fund Balance Policy** was introduced by Council Member Nelsen. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Item No. 3 The City of Willmar passed a one-half cent Local Option Sales Tax in the Fall of 2018 and received approval of the tax from the State Legislature in Spring 2019 that took effect on October 1, 2019. Architects, Construction Managers and Engineers have been selected for the four projects of: Recreation Fields, Recreation/Event Center, Robbins Island and Swansson Field. Staff presented preliminary budgets for the projects based on authorizing legislation.

It was the recommendation of the Committee to introduce a resolution setting the Preliminary Budget for the Recreation Fields at \$6,000,000.

**Resolution No. 2020-024 2020 Preliminary Budget – Recreation Fields – Invest in Willmar Total Cost \$6,000,000** was introduced by Council Member Nelsen. Council Member Plowman seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

It was the recommendation of the Committee to introduce a resolution to set the Preliminary Budget for the Recreation/Event Center at \$10,000,000.

**Resolution No. 2020-025 2020 Preliminary Budget – Recreation Event Center – Invest in Willmar Total Cost \$10,000,000** was introduced by Council Member Nelsen. Council Member Plowman seconded the motion, which carried on a roll call vote of Aye 7, Noes 0.

It was the recommendation of the Committee to introduce a resolution to set the Preliminary Budget for the Robbins Island Project at \$3,000,000.

**Resolution No. 2020-026 2020 Preliminary Budget – Robbins Island – Invest in Willmar Total Cost \$3,000,000** was introduced by Council Member Nelsen. Council Member Alvarado seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

It was the recommendation of the Committee to introduce a resolution to set the Preliminary Budget for the Swansson Field Project at \$2,000,000.

**Resolution No. 2020-027 2020 Preliminary Budget – Swansson Fields – Invest in Willmar Total Cost \$2,000,000** was introduced by Council Member Nelsen. Council Member Plowman seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Item No. 4 Staff presented the 2019 Investment Report which included separate sections such as the Interest/Dividends by Institution, Fourth Quarter Activity, Cash Investment Portfolio listing, Historical Interest/Dividend by Quarter, Investment Balance by Quarter, 2019 Investment Activity, and Market Value History by Quarter since 2009.

There were two items highlighted in the report. The first was the amount of activity in the fourth quarter due to the market rate decline and a number of agency investments being called. The second was the historical market value fluctuations and need to have accurate cash flows to prevent the need to cash in any investments early. This item was for information only.

Item No. 5 The committee received the Preliminary 2019 Municipal Utilities Financial Report for review. The staff of the MUC will be attending a future meeting to discuss and explain any questions the committee may have. This item was for information only.

Item No. 5 Staff continues working with Bremer Wealth Management on possible recommendations. This policy will be discussed at a future Finance Committee meeting. This item was for information only.

The Finance Committee Report of February 6, 2020, was approved and ordered placed on file in the City Clerk's Office upon motion by Council Member Nelsen. Council Member Plowman seconded the motion which carried.

City Clerk Judy Thompson presented a request from Tanya Jo Olson d/b/a Jake's Pizza located at 316 Litchfield Avenue Southwest, for an on-sale intoxicating 3.2% liquor license and an on-sale wine liquor license. It was staff's recommendation to approve said request.

Council Member Nelsen offered a motion to approve staff's recommendation. Council Member Alvarado seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

City Clerk Judy Thompson stated the Presidential Nomination Primary Election is scheduled for Tuesday, March 3, 2020. According to statute, is it necessary to pass a resolution appointing election judges for said election.

**Resolution No. 2020-028 A Resolution Appointing Election Judges** was introduced by Council Member Alvarado. Council Member Plowman seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Council Member Alvarado offered the following comments: the upcoming local option sales tax projects will cause an inconvenience this summer at Robbins Island and urged everyone to be aware.

The upcoming Committee meetings will be as follows: Public Works/Safety Committee - tentatively scheduled for Wednesday, February 26th at 5:15 p.m.; Finance Committee - Thursday, February 20th at 5:15 p.m.; Community Development Committee - Monday, February 24th at 5:15 p.m.; and Labor Relations Committee - Monday, February 24th at 6:15 p.m.

Council Member Mueske offered a motion to adjourn the meeting with Council Member Nelsen seconding the motion which carried. The meeting adjourned at 7:16 p.m.

s/s Rick Fagerlie  
MAYOR PRO TEMPORE

Attest:

s/s Judy Thompson  
SECRETARY TO THE COUNCIL

**RESOLUTION NO. 2020-022**

**ACKNOWLEDGEMENT OF DONATIONS**

Motion By: Nelsen Second By: Plowman

WHEREAS, the City of Willmar has received donations which have been acknowledged by the City Administrator expressing the community's appreciation for the time period of October 1, 2019 - December 31, 2019.

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

- \$159.50 – 8th Street Photography – Recreation Scholarship
- \$2,000.00 – Walt’s – Fire Department AED Unit and Police Explorer and CERT Funds
- \$592.08 – 8th Street Photography – Recreation Scholarship
- \$630.98 – Beverly Engleson – Park Bench Donation
- \$1,000.00 – Mills Automotive – Fire Department Equipment/Supplies
- \$500.00 – Beverly Falk – Fire Department AED Unit
- \$5,000.00 – Willmar Area Community Foundation – Artists on Main Street Projects
- \$500.00 – Duinick Inc. – Fire Department
- \$400.00 – Central Counties Cooperative – Fire Department
- \$100.00 – Print Masters of Willmar – Summer Movies in the Park 2020
- \$100.00 – Family Eye Center/Fischer Laser Center – Summer Movies in the Park 2020
- \$100.00 – Dooley’s Petroleum – Summer Movies in the Park 2020
- \$250.00 – Fraternal Order of Eagles – Summer Movies in the Park 2020
- \$500.00 – Jennie-O Turkey Store – Summer Movies in the Park 2020
- \$500.00 – Kandi Dental – Summer Movies in the Park 2020
- \$100.00 – Hansen Advertising – Summer Movies in the Park 2020
- \$500.00 – Northern Radiator – Summer Movies in the Park 2020

Dated this 18th day of February, 2020.

s/s Rick Fagerlie  
MAYOR PRO TEMPORE

Attest:

s/s Judy Thompson  
CITY CLERK

**RESOLUTION NO. 2020-023**

**ADOPT REVISED FUND BALANCE POLICY**

Motion By: Nelsen                      Second By: Fagerlie

**BE IT RESOLVED** by the City Council of the City of Willmar, Minnesota, that the Fund Balance Policy be amended as follows:

- 1) Add section to include reference to City Charter section outlining Community Investment Fund requirements.

Dated this 18th day of February, 2020.

s/s Rick Fagerlie  
MAYOR PRO TEMPORE

ATTEST:

s/s Judy Thompson  
CITY CLERK

**RESOLUTION NO. 2020-024**  
**2020 PRELIMINARY BUDGET – Recreation Fields – Invest in Willmar**  
**TOTAL COST \$6,000,000**

\*Budget Amounts are Essential

Motion By: Nelsen

Second By: Plowman

Code

**PERSONNEL SERVICES**

- 10\* Salaries Reg. Employees
- 11\* Overtime Reg. Employees
- 12\* Salaries Temp. Employees
- 13\* Employer Pension Contr.
- 14\* Employer Ins. Contr.

**TOTAL** **\$0.00**

**RECEIVABLES**

- Assessments Prop Owners
- Community Investment
- MSA
- MUC
- WTP
- Fed Aid
- Other

**TOTAL** **\$0.00**

**SUPPLIES**

- 20\* Office Supplies
- 21\* Small Tools
  
- 23\* Postage
- 24 Mtce. of Equipment
- 25 Mtce. of Structures
- 26 Mtce. of Other Improvements
- 27 Subsistence of Persons
- 28 Cleaning & Waste Removal
- 29\* General Supplies

**TOTAL**

**FINANCING**

- Bonds \$6,000,000.00
- Fed Aid
- MSA
- WTP
- MUC

**TOTAL** **\$0.00**

**GRAND TOTAL** **\$6,000,000.00**

**OTHER SERVICES**

- 33\* Travel-Conf.-Schools
- 34 Mtce. of Equipment
- 35 Mtce. of Structures
- 36\* Mtce. of Other Impr. \$4,500,000.00
- 37 Subsistence of Persons
- 38 Cleaning & Waste Removal
- 39\* Other Services \$600,000.00

**TOTAL** **\$5,100,000.00**

Dated this 18<sup>th</sup> day of February, 2020

s/s Rick Fagerlie  
Mayor Pro Tempore

**Attest:**

s/s Judy Thompson  
City Clerk

**OTHER CHARGES**

- 46\* Prof. Serv. \$900,000.00
- 48 Admin OH (Transfer)
- 49 Other Services

**TOTAL** **\$900,000.00**

**GRAND TOTAL** **\$6,000,000.00**

**RESOLUTION NO. 2020-025**  
**2020 PRELIMINARY BUDGET – Recreation Event Center – Invest in Willmar**  
**TOTAL COST \$10,000,000**

\*Budget Amounts are Essential

Motion By: Nelsen

Second By: Plowman

Code

**PERSONNEL SERVICES**

- 10\* Salaries Reg. Employees
- 11\* Overtime Reg. Employees
- 12\* Salaries Temp. Employees
- 13\* Employer Pension Contr.
- 14\* Employer Ins. Contr.

**TOTAL** **\$0.00**

**RECEIVABLES**

- Assessments Prop Owners
- Community Investment
- MSA
- MUC
- WTP
- Fed Aid
- Other

**TOTAL** **\$0.00**

**SUPPLIES**

- 20\* Office Supplies
- 21\* Small Tools
  
- 23\* Postage
- 24 Mtce. of Equipment
- 25 Mtce. of Structures
- 26 Mtce. of Other Improvements
- 27 Subsistence of Persons
- 28 Cleaning & Waste Removal
- 29\* General Supplies

**TOTAL**

**FINANCING**

- Bonds \$10,000,000.00
- Fed Aid
- MSA
- WTP
- MUC

**TOTAL** **\$0.00**

**GRAND TOTAL** **\$10,000,000.00**

Dated this 18<sup>th</sup> day of February, 2020

**OTHER SERVICES**

- 33\* Travel-Conf.-Schools
- 34 Mtce. of Equipment
- 35 Mtce. of Structures
- 36\* Mtce. of Other Impr. \$7,500,000.00
- 37 Subsistence of Persons
- 38 Cleaning & Waste Removal
- 39\* Other Services \$1,000,000.00

**TOTAL** **\$8,500,000.00**

s/s Rick Fagerlie

Mayor Pro Tempore

**Attest:**

s/s Judy Thompson

City Clerk

**OTHER CHARGES**

- 46\* Prof. Serv. \$1,500,000.00
- 48 Admin OH (Transfer)
- 49 Other Services

**TOTAL** **\$1,500,000.00**

**GRAND TOTAL** **\$10,000,000.00**

**RESOLUTION NO. 2020-026**  
**2020 PRELIMINARY BUDGET – Robbins Island – Invest in Willmar**  
**TOTAL COST \$3,000,000**

\*Budget Amounts are Essential

Motion By: Nelsen

Second By: Alvarado

Code

**PERSONNEL SERVICES**

- 10\* Salaries Reg. Employees
- 11\* Overtime Reg. Employees
- 12\* Salaries Temp. Employees
- 13\* Employer Pension Contr.
- 14\* Employer Ins. Contr.

**TOTAL** **\$0.00**

**RECEIVABLES**

- Assessments Prop Owners
- Community Investment
- MSA
- MUC
- WTP
- Fed Aid
- Other

**TOTAL** **\$0.00**

**SUPPLIES**

- 20\* Office Supplies
- 21\* Small Tools
  
- 23\* Postage
- 24 Mtce. of Equipment
- 25 Mtce. of Structures
- 26 Mtce. of Other Improvements
- 27 Subsistence of Persons
- 28 Cleaning & Waste Removal
- 29\* General Supplies

**TOTAL**

**FINANCING**

- Bonds \$3,000,000.00
- Fed Aid
- MSA
- WTP
- MUC

**TOTAL** **\$0.00**

**GRAND TOTAL** **\$3,000,000.00**

Dated this 18<sup>th</sup> day of February, 2020

**OTHER SERVICES**

- 33\* Travel-Conf.-Schools
- 34 Mtce. of Equipment
- 35 Mtce. of Structures
- 36\* Mtce. of Other Impr. \$2,250,000.00
- 37 Subsistence of Persons
- 38 Cleaning & Waste Removal
- 39\* Other Services \$300,000.00

**TOTAL** **\$2,550,000.00**

s/s Rick Fagerlie  
Mayor Pro Tempore

**Attest:**

s/s Judy Thompson  
City Clerk

**OTHER CHARGES**

- 46\* Prof. Serv. \$450,000.00
- 48 Admin OH (Transfer)
- 49 Other Services

**TOTAL** **\$450,000.00**

**GRAND TOTAL** **\$3,000,000.00**

**RESOLUTION NO. 2020-027**  
**2020 PRELIMINARY BUDGET – Swansson Fields – Invest in Willmar**  
**TOTAL COST \$2,000,000**

\*Budget Amounts are Essential

Motion By: Nelsen

Second By: Plowman

Code

**PERSONNEL SERVICES**

- 10\* Salaries Reg. Employees
- 11\* Overtime Reg. Employees
- 12\* Salaries Temp. Employees
- 13\* Employer Pension Contr.
- 14\* Employer Ins. Contr.

**TOTAL** **\$0.00**

**RECEIVABLES**

- Assessments Prop Owners
- Community Investment
- MSA
- MUC
- WTP
- Fed Aid
- Other

**TOTAL** **\$0.00**

**SUPPLIES**

- 20\* Office Supplies
- 21\* Small Tools
  
- 23\* Postage
- 24 Mtce. of Equipment
- 25 Mtce. of Structures
- 26 Mtce. of Other Improvements
- 27 Subsistence of Persons
- 28 Cleaning & Waste Removal
- 29\* General Supplies

**TOTAL**

**FINANCING**

- Bonds \$2,000,000.00
- Fed Aid
- MSA
- WTP
- MUC

**TOTAL** **\$2,000,000.00**

**GRAND TOTAL** **\$2,000,000.00**

Dated this 18<sup>th</sup> day of February, 2020

**OTHER SERVICES**

- 33\* Travel-Conf.-Schools
- 34 Mtce. of Equipment
- 35 Mtce. of Structures
- 36\* Mtce. of Other Impr. \$1,500,000.00
- 37 Subsistence of Persons
- 38 Cleaning & Waste Removal
- 39\* Other Services \$200,000.00

**TOTAL** **\$1,700,000.00**

s/s Rick Fagerlie

Mayor Pro Tempore

**Attest:**

s/s Judy Thompson

City Clerk

**OTHER CHARGES**

- 46\* Prof. Serv. \$300,000.00
- 48 Admin OH (Transfer)
- 49 Other Services

**TOTAL** **\$300,000.00**

**GRAND TOTAL** **\$2,000,000.00**



**RESOLUTION NO. 2020-028**

**A RESOLUTION APPOINTING ELECTION JUDGES**

Motion By: Alvarado Second By: Plowman

BE IT RESOLVED, that the individuals listed below be appointed as Judges to work at the Presidential Nomination Primary Election in the City of Willmar on Tuesday, March 3, 2020:

WARD ONE	Precinct One:	Carl Shuldes, Co-Head Judge Harold Kloster, Co-Head Judge Tina Harried Wallis Klause Myla Lindstrand
	Precinct Two:	Ardell Engwall, Co-Head Judge Ramona Berg-Perry, Co-Head Judge Samuela Heyer Darlene Estwick Robert Bliss
	Precinct Three:	Lynn Shuldes, Co-Head Judge Sharon Cruze, Co-Head Judge Judith Hoffer Cynthia Chetrit
WARD TWO	Precinct One:	Mary Louise Wallin, Co-Head Judge Helen Behrends, Co-Head Judge Karen Stern, Co-Head Judge James Buisman Millicent Larsen Wes Stevens
	Precinct Two:	Dan Reigstad, Head Judge Patrick Curry Paul Borene Linda Dilley Marlene Vossen
	Precinct Three:	Donna Hillenbrand, Co-Head Judge Duane Bock, Co-Head Judge Karen Kraemer Jim Olson Benjamin Maas Marlin Breems
WARD THREE	Precinct One:	Nancy Chamberlain, Co-Head Judge Kathryn Halldin, Co-Head Judge Susan Schiro G. Richard Huesing Melissa Maas John Dahl

	Precinct Two:	Carol Laumer, Co-Head Judge Kerry Johnson, Co-Head Judge Barbara Borene Don Plantinga Gerald DeGeest Carolyn Stevens
	Precinct Three:	Sally McAdams, Co-Head Judge Ken Nelson, Co-Head Judge Joan Kuhn Charles Wattnem Denis Anderson
WARD FOUR	Precinct One:	David Rogers, Co-Head Judge Susan Brauchler, Co-Head Judge Susan Smith, Co-Head Judge Joan Gleasman Sandra George Janice Olson
	Precinct Two:	Dennis Krueger, Co-Head Judge Marsha Butterfield, Co-Head Judge Mary Huesing Mary Konieczny David Baron
	Precinct Three:	Suzanne Rogers, Co-Head Judge Carol Wegner, Co-Head Judge Rita Dragt, Co-Head Judge Judy Kloster Janice Krueger Mary Bock
	Absentee Judges:	Marv Kray Ardell Engwall Anne Polta

Dated this 18<sup>th</sup> day of February, 2020.

s/s Rick Fagerlie  
MAYOR PRO TEMPORE

Attest:

s/s Judy Thompson  
CITY CLERK