

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

February 21, 2023
6:30 p.m.

The regular meeting of the Willmar City Council was called to order by Mayor Douglas Reese. Members present on a roll call were Mayor Douglas Reese, Council Members Justin Ask, Audrey Nelsen, Vicki Davis, Carl Shuldes, Michael O'Brien, Thomas Butterfield, Julie Asmus, and Rick Fagerlie. Present 8, Absent 0.

Also present were City Administrator Leslie Valiant, City Operations Director Kyle Box, Police Chief Jim Felt, Public Works Director Gary Manzer, Planning and Development Services Director Justice Walker, and City Attorney Robert Scott.

There were no additions or deletions to the agenda.

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

City Operations Director Box reviewed the consent agenda.

- A. City Council Minutes of February 6, 2023
- B. Willmar Municipal Utilities Commission Minutes, February 13, 2023
- ~~C. Planning Commission Minutes, October 19th, 2022~~
- ~~D. Planning Commission Minutes December 7th, 2022~~
- E. Accounts Payable Report, 02-02-23 Thru 02-13-23
- F. **Resolution No. 2023-032 Wastewater Purchase/Replacement of Polaris Ranger**
- G. **Resolution No. 2023-033 Wastewater Purchase/Replacement of 1/2 Ton Pickup**
- H. **Resolution No. 2023-034 Wastewater UV Hydraulic Wipers Purchase**
- ~~I. Resolution No. 2023-036 Public Works Golf Cart Purchase & Resolution No. 2023-037 Re-Appropriating Funds~~
- J. **Resolution No. 2023-035 Willmar Township Fire Agreement**
- K. Planning Commission Board Member Approvals

Information:

- L. Building Report January 2023
- M. Planning Commission Applicant -John Christianson

Council Member Ask offered a motion to approve the consent agenda. Council Member Nelsen asked that Items C. and D. be pulled for discussion. Council Member Fagerlie asked that Item I. be pulled for discussion. Council Member Asmus seconded the motion to approve the consent agenda, with the removal of Items C. D. and I., which carried on a roll call vote of Ayes 8, Noes 0.

Council Member Nelsen asked that the Planning Commission minutes submitted to Council include the comments and supporting documents. She also stated prior Planning Commission minutes were to have been amended and provided back to Council for approval and to-date, have not been re-submitted to Council. She requested they be provided to Council at the next meeting.

Council Member Nelsen then offered a motion to approve Items C. and D. Council Member Fagerlie seconded the motion, which carried.

Council Member Fagerlie inquired if electric vehicles are required in the near future, would we need to replace the proposed golf cart with an electric one to comply with the law. City Administrator Valiant stated we would not have to replace all vehicles at one time, it would be a phased-in approach.

Council Member Fagerlie then offered a motion to approve Item I. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

At 6:38 p.m., Mayor Reese opened the public hearing for a potentially dangerous dog. Police Chief Felt requested the hearing be continued to March 6, 2023 due to the inclement weather, and the owner of the dog not being able to attend tonight's meeting.

Council Member Ask offered a motion to continue the hearing until March 6, 2023. Council Member Shuldes seconded the motion, which carried.

At this time, Mayor Reese delivered his State of the City Address.

City Administrator Valiant presented a request for Council to consider hiring Jose Pablo Obregon for Director of Community Growth.

Following discussion, Council Member Nelsen offered a motion to approve staff's request. Council Member Asmus seconded the motion, which carried unanimously.

Public Works Director Manzer presented a request to approve final plans and specifications of the 2023 Street and Other Improvement Projects and authorize advertisement for bids.

Following discussion, **Resolution No. 2023-038 Approving Plans and Specifications and Authorizing Publication of the Advertisement for Bids for the 2023 Improvement Projects** was introduced by Council Member Asmus. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

City Operations Director Box presented a request to approve the purchase of audio/visual equipment from B & H Photo-Video-Pro Audio using ARPA funds.

Following discussion, **Resolution No. 2023-039 Authorizing Execution of a Contract with B & H Photo, Video, Pro Audio** was introduced by Council Member Fagerlie. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Planning and Development Services Director Walker presented a request to approve the Hoting annexation request and direct staff to present the Joint Resolution to the Township. It was noted the Hoting's approached staff to request the annexation into the City for sewer services.

Following discussion, **Resolution No. 2023-040 Approving the Joint Resolution for Orderly Annexation** was introduced by Council Member Fagerlie. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 7, Noes 1. Council Member Butterfield voted "no".

City Operations Director Box presented a request to approve the County's valuations for said tax forfeited parcels and approve said parcels for public auction or request a conveyance for public use.

Following a lengthy discussion, Council Member Nelsen offered a motion to approve said parcels for public auction. Council Member Davis seconded the motion, which carried unanimously.

City Operations Director Box presented a request to approve the purchase of a sound system for the Orange Field ballpark. It was noted the sound system would be paid for with contingency funds from the Swansson Field Project. If approved, this would complete the said Project.

Following discussion, **Resolution No. 2023-041 Authorizing Acceptance of a Quote from Backes Technology Services, Inc.** was introduced by Council Member Fagerlie. Council Member Shuldes seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

City Administrator Valiant offered the following comments: a Council workshop is scheduled for March 14, 2023 at 6:30 p.m. location to be determined; an email was sent out earlier to Mayor and Council regarding the Block 25 Lofts Project being a finalist for a ReScape award from Minnesota Brownfields. The award ceremony will occur on Thursday, April 6th at the St. Paul Event Center. In addition to EDC members, Mayor Reese will be attending. There are three additional seats that are open for Council Members. If interested, contact Ms. Valiant, and; March 9, 2023 is the 2023 City Day on the Hill.

Council Member Ask offered a motion to adjourn the meeting, with Council Member Nelsen seconding the motion, which carried. The meeting adjourned at 7:42 p.m.

/s/ Douglas Reese
MAYOR

Attest:

/s/ Judy Thompson
SECRETARY TO THE COUNCIL

RESOLUTION NO. 2023-032

A RESOLUTION APPROVING THE PURCHASE OF A 2023 POLARIS RANGER XP 1000 NORTHSTAR PREMIUM IN THE AMOUNT OF \$18,279.

Motion By: Ask Second By: Asmus

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 Polaris Ranger XP 1000 Northstar Premium is accepted, and be it further resolved the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with Motor Sports of Willmar Superstore for the terms and consideration of the contract in the amount of \$18,279.

Dated this 21st day of February, 2023

/s/ Douglas Reese
Mayor

Attest:

/s/ Judy Thompson
City Clerk

RESOLUTION NO. 2023-033

A RESOLUTION APPROVING THE PURCHASE OF A 2023 SILVERADO 1500 IN THE AMOUNT OF \$45,743.26.

Motion By: Ask Second By: Asmus

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 Chevrolet Silverado 1500 from Schwieters Chevrolet of Willmar, Inc. is accepted, 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 bidder for the terms and consideration of the contract in the total amount of \$45,743.26.

Dated this 21st day of February, 2023

/s/ Douglas Reese
Mayor

Attest:

/s/ Judy Thompson
City Clerk

RESOLUTION NO. 2023-034

A RESOLUTION APPROVING THE PURCHASE OF UV HYDRAULIC WIPERS IN THE AMOUNT OF \$26,658.

Motion By: Ask Second By: Asmus

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the purchase of 12 UV Hydraulic Wipers is accepted, 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 bidder for the terms and consideration of the contract in the total amount of \$26,658.

Dated this 21st day of February, 2023

/s/ Douglas Reese
Mayor

Attest:

/s/ Judy Thompson
City Clerk

RESOLUTION NO. 2023-035

**A RESOLUTION APPROVING WILLMAR TOWNSHIP FIRE AGREEMENT
IN THE AMOUNT OF \$26,976.16**

Motion By: Ask Second By: Asmus

WHEREAS Willmar Township annually contracts with the City of Willmar Fire Department for fire protection services; and

WHEREAS it is the established practice of the City of Willmar to use a statewide formula to calculate the township cost sharing proposal;

NOW THEREFORE 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 execute the fire protection agreement with Willmar Township for the period April 1, 2023 through March 31, 2024, in the amount of \$26,976.16.

Dated this 21st day of February 2023.

/s/ Douglas Reese
MAYOR

Attest:

/s/ Judy Thompson
CITY CLERK

RESOLUTION NO. 2023-036

**A RESOLUTION APPROVING THE PURCHASE OF A 2022 EZ-GO TXT VALOR GOLF CART
IN THE AMOUNT OF \$9,739.18.**

Motion By: Ask Second By: Asmus

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the purchase of a 2022 EZ-Go TXT Valor Golf Cart from Country Cat is accepted, 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 bidder for the terms and consideration of the contract in the total amount of \$9,739.18.

Dated this 21st day of February, 2023

/s/ Douglas Reese
Mayor

Attest:

/s/ Judy Thompson
City Clerk

RESOLUTION NO. 2023-037

**REAPPROPRIATING FUNDS FROM PUBLIC WORKS KUBOTA MOWERS TO THE PUBLIC WORKS GOLF
CART PURCHASE FOR THE AMOUNT OF \$9,739.18.**

Motion By: Ask Second By: Asmus

BE IT RESOLVED by the City Council of the City of Willmar, to re-appropriate \$9,739.18 from the Public Works Kubota Mowers purchase to the Public Works Golf Cart purchase.

BE IT FURTHER RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to amend the Capital Improvement Fund Budget as follows:

Decrease:	Public Works Kubota Mowers amount.	\$9,739.18
Increase:	Public Works Golf Cart amount,	\$9,739.18

Dated this 21st day of February, 2023

/s/ Douglas Reese
Mayor

Attest:

/s/ Judy Thompson
City Clerk

RESOLUTION NO. 2023-038

A RESOLUTION APPROVING FINAL PLANS AND SPECIFICATIONS AND AUTHORIZING PUBLICATION OF THE ADVERTISEMENT FOR BIDS FOR THE 2023 IMPROVEMENT PROJECTS.

Motion By: Asmus Second By: Davis

WHEREAS the City Engineer of the City of Willmar has presented to the City Council plans and specifications for Project Nos. 2301-A, 2301-B, 2301-C, 2303, 2304, and 2308 for the City of Willmar;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Willmar that:

Final plans and specifications are hereby approved, and publication of the advertisement for bids is herewith authorized. Multiple bid packages will be publicly opened and read with the first opening scheduled for 1:00 p.m. on the 29th day of March, 2023 for Project Nos. 2301-A, 2301-B, 2301-C, 2303, 2304, and 2308, at the City Office Building, 333 Southwest Sixth Street, Willmar, Minnesota.

Dated this 21st day of February, 2023

/s/ Douglas Reese
Mayor

Attest:

/s/ Judy Thompson
City Clerk

RESOLUTION NO. 2023-039

**RESOLUTION AUTHORIZING EXECUTION OF
A CONTRACT WITH B & H PHOTO, VIDEO, PRO AUDIO**

Motion By: Fagerlie Second By: Davis

BE IT RESOLVED by the City Council of the City of Willmar that the quote from B&H Photo, Video, Pro Audio for audio/ visual equipment in the amount of \$22,547.80 is accepted.

BE IT FURTHER RESOLVED THAT the City Council of the City of Willmar authorize the use of American Rescue Plan Act (ARPA) funds for this one-time purchase for long-lasting improvements to city infrastructure.

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

Dated this 21st day of February 2023

/s/ Douglas Reese
MAYOR

Attest:

/s/ Judy Thompson
CITY CLERK

RESOLUTION NO. 2023-040

A RESOLUTION APPROVING THE JOINT RESOLUTION FOR ORDERLY ANNEXATION.

Motion By: Fagerlie Second By: Davis

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota that Joint Resolution for orderly annexation of the Hoting property has been approved, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to execute a version thereof.

Dated this 21st day of February, 2023

/s/ Douglas Reese
Mayor

Attest:

/s/ Judy Thompson
City Clerk

RESOLUTION NO. 2023-041

**RESOLUTION AUTHORIZING ACCEPTANCE OF A
QUOTE FROM BACKES TECHNOLOGY SERVICES, INC.**

Motion By: Fagerlie

Second By: Shuldes

BE IT RESOLVED by the City Council of the City of Willmar that the quote from Backes Technology Services, Inc., for a sound system in the amount of 17,626.88 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 21st day of February 2023

/s/ Douglas Reese
MAYOR

Attest:

/s/ Judy Thompson
CITY CLERK