

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

March 2, 2020
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 Rick Fagerlie, Shawn Mueske, Kathy Schwantes, Vicki Davis, Fernando Alvarado, Julie Asmus, Andrew Plowman, and Audrey Nelsen. Present 9, Absent 0.

Also present were City Administrator Brian Gramentz, Police School Resource Officer Gene Schneider, Finance Director Steve Okins, Recreation Director Rob Baumgarn, Public Works Director Sean Christensen, Planning and Development Services Director David Ramstad, Human Resources Director Samantha Beckman, Fire Chief Frank Hanson, City Clerk Judy Thompson, and City Attorney Robert Scott.

Additions and/or deletions to the agenda included: Mayor Calvin asked that discussion of "Speak your Peace", a civility project, be added to the agenda.

Council Member Fagerlie moved to approve the agenda as amended. Council Member Mueske seconded the motion which carried.

City Clerk Judy Thompson reviewed the consent agenda.

- A. City Council Minutes of February 18, 2020
- B. Willmar Municipal Utilities Board Minutes of February 21, 2020
- C. Planning Commission Minutes of February 19, 2020
- D. Parks and Recreation Board Minutes of February 19, 2020
- E. Paffrath Phlatz Addition Minor Subdivision
- F. Accounts Payable Report for February 13 through 26, 2020
- G. Human Rights Commission Minutes of December 17, 2019
- H. Willmar Lakes Area CVB Board Minutes of January 21, 2020
- I. Main Street Board Minutes of February 18, 2020

Council Member Nelsen offered a motion to approve the Consent Agenda. Council Member Mueske seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Fire Chief Frank Hanson introduced the following new employees: Firefighters – Michael Stark, Steve Marez, Jose Vazquez, Elijah Quenemoen, and Jayden Holmquist; and Deputy Fire Chief Matt Grave to the Mayor and Council. Mayor Calvin thanked them for their service.

At 7:07 p.m. Mayor Calvin opened the public hearing for the 2020 Street and Other Improvements. Public Works Director Sean Christensen gave a brief overview of the 2020 Improvements.

The following individuals addressed the Mayor and Council during the public hearing regarding the proposed improvements along 9th Street Southeast: Byron Watkins - 9th Street Southeast, Steve Dols - 9th Street Southeast, Joanna Hanson - 14th Avenue Southeast, Aaron Minnick - 9th Street Southeast, Greg Kotzenmacher - Pleasant View Drive Southeast, and Audrey Nelsen - 9th Street Southeast, Willmar, addressed the Mayor and Council with concerns about drainage issues, access to property during construction, and length of curb and gutter along 9th Street.

Terry Pankow - 2300 Country Club Drive Northeast, also addressed the Mayor and Council regarding the proposed improvements along 6th Street Northeast with concerns about drainage issues.

There being no others to speak for or against said improvements, Mayor Calvin closed the public hearing at 7:43 p.m. and opened it up for discussion by the Council.

Following discussion, **Resolution No. 2020-029 Ordering the 2020 Street and Other Improvements and Directing Staff to Prepare Final Plans and Specifications** was introduced by Council Member Fagerlie. Council Member Plowman seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Resolution No. 2020-030 Approving Final Plans and Specifications and Authorizing Publication of the Advertisement for Bids for the 2020 Improvement Projects was introduced by Council Member Fagerlie. Council Member Plowman seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

No one was present to address the Council during the Open Forum.

City Clerk Judy Thompson presented an update to the Mayor and Council on the Census work that has been happening in our community, and urged everyone to complete the Census.

The Finance Committee Report for February 20, 2020 was presented to the Mayor and Council by Council Member Nelsen. There were three items for consideration.

Item No. 1 The committee received an updated budget for the East Side Drainage Improvements Project that would include the construction contract for Phase I, estimated construction cost of Phase II, engineering services agreements and contingency estimates.

The improvements include the addition of a piped outlet from the stormwater pond to reduce flooding, two catch basins at the intersection of 24th Street and Oxford Drive SE, and a storm manhole at the intersection, as well as closing off the existing pipes flowing to the pond. Phase II installs an additional storm drain for outfall capacity and redirects existing catch basins into new outfall which will further reduce storm flow into private facilities. It was the recommendation of the Committee to introduce a resolution to approve the East Side Drainage Budget.

Resolution No. 2020-031 Approving East Side Drainage Budget Phase I and II was introduced by Council Member Nelsen. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Item No. 2 The committee was updated on the Willmar Main Street Program. The program was first started in April 2018.

Staff created the 2020 Budget for the Willmar Main Street Program. It has been reviewed and approved by the Willmar Main Street Board on February 18, 2020, in the amount of \$53,000 and would be funded with the City contribution of \$32,500; \$19,000 in grants, and; an anticipated amount of \$1,500 in event revenues. It was the recommendation of the Committee to introduce a resolution to approve the 2020 Willmar Main Street Budget as presented.

Resolution No. 2020-032 Approving 2020 Willmar Main Street Budget was introduced by Council Member Nelsen. Council Member Plowman seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Item No. 3 The committee received for review a proposed Fire Agreement with Willmar Township for the term of April 1, 2020 thru March 31, 2021.

Willmar Township is under an annual contract for Willmar Fire Department services. A statewide formula has been used for decades to calculate the township cost-sharing proposal and was enclosed with the current numbers.

Willmar Township

2020	\$ 28,408.48 based on 126 Firefighter hours in 2019
2019	\$ 30,366.27 based on 220 Firefighter hours in 2018
2018	\$ 22,482.47 based on 142 Firefighter hours in 2017
2017	\$ 19,896.79 based on 86 Firefighter hours in 2016
2016	\$ 16,308.64 based on 36 Firefighter hours in 2015
2015	\$ 20,245.64 based on 94 Firefighter hours in 2014

It was the recommendation of the Committee to introduce a resolution to approve the agreement as presented and to give authorization to the Mayor and Administrator to sign.

Resolution No. 2020-023 Approving Willmar Township Fire Agreement in the Amount of \$28,408.48 was introduced by Council Member Nelsen. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

The Finance Committee Report of February 20, 2020, was approved and ordered placed on file in the City Clerk's Office upon motion by Council Member Nelsen. Council Member Fagerlie seconded the motion, and carried.

The Community Development Committee report for February 24, 2020, was presented to the Mayor and Council by Council Member Fagerlie. There was one item for consideration.

Item No. 1 For committee information and feedback, staff presented preliminary drafts of the nine applications for Renaissance Zone incentives for discussion and feedback. The incentive and zoning policy package is part of the proposed overlay zoning district that is currently named the "Renaissance Zone." Staff outlined recent presentations made to the SBA and V2040 Housing Task Force, and the positive reception the incentive package has received. The Department and EDC have received a number of developer inquiries related to the Renaissance Zone and its incentives. Staff emphasized that the documents presented were first-draft applications, and requested Committee feedback over the next couple weeks, while City Attorney Robert Scott is in process of reviewing, editing and drafting initial ordinances. Since there is a significant amount of information in the packet, staff requested that specific and detailed feedback from Committee members be provided after the meeting, through email or redlined hardcopies of the documents. Committee Chair Fagerlie requested that staff provide Committee members with a list of currently active TIF and Abatements. Committee Member Mueske requested the development of evaluation criterion, similar to a Rubric, for the Committee, Planning Commission, and Council to use in their evaluation and scoring of applications for approval. Staff assured Committee Member Schwantes that TIF and Abatement incentives will continue to be available outside the Renaissance Zone, but that the abatements within the zone are limited to stipulated project objectives. Staff mentioned how WMU has a good partner in relation to adding a utility discount and availability of the WMU plant after its decommissioning. Finally, there was some closing discussion regarding spring construction plans submitted for Kwik Trip and other projects. This item was for information only.

The Community Development Committee Report of February 24, 2020, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Fagerlie. Council Member Mueske seconded the motion, and carried.

The Labor Relations Committee Report for February 24, 2020 was presented to the Mayor and Council by Council Member Mueske. There were four items for consideration.

Item No. 1 Staff presented an updated job description for the Leisure Services Clerk (now titled Recreation Assistant). The employee currently in that role is retiring soon so the job needed to be updated and

posted for hire. The job description has not been updated since 2000 and has added more duties assisting with recreation activities, event set-up, and facility scheduling. It was the recommendation of the Committee to approve the updated job description.

Following discussion, Council Member Mueske offered a motion to approve the recommendation of the Committee. Council Member Schwantes seconded the motion, which carried on a roll call vote of Ayes 7, Noes 1. Council Member Fagerlie voted “no.”

Item No. 2 Staff provided copies of the three individual policies that were adopted in 2016 to replace the Department Head/Supervisor/Confidential Employee contract. The Personnel Policy would need a few edits to encompass the information included from these three policies, and then they could be discontinued. It was the recommendation of the Committee to approve the updates to the personnel policy and discontinue those stand-alone policies.

Following a lengthy discussion, Council Member Nelsen offered a motion to table this item. Council Member Plowman seconded the motion, which carried.

Item No. 2 Staff presented updated Travel Reimbursement Policy that more clearly defines what meals are eligible for reimbursement to clarify the policy and avoid misinterpretation. It was the recommendation of the Committee to approve the updated policy.

Council Member Mueske offered a motion to approve the recommendation of the Committee. Council Member Alvarado seconded the motion which carried.

Item No. 3 Chair Mueske inquired about receiving an evaluation of our ‘new’ Recreation Department and how it’s functioning now compared to when it was handled through WCER. A final report and wrap-up from BakerTilly was also requested. There was discussion on Succession Planning and how the City can better prepare for employee turnover/retirements. Two positions that were discussed in more detail were an Assistant City Administrator and an Assistant Finance Director. This item was for information only.

Council Member Nelsen requested that the organizational chart be reviewed by the entire Council prior to any decisions being made concerning these positions.

The Labor Relations Committee Report of February 24, 2020, was approved and ordered placed on file in the City Clerk’s Office upon motion by Council Member Mueske. Council Member Davis seconded the motion which carried.

The Public Works/Safety Committee Special Meeting Report for February 25, 2020 was presented to the Mayor and Council by Council Member Plowman. There were six items for consideration.

Item No. 1 Staff brought forth, for information, the Police and Fire statistics for the month of January. This item was for information only.

Item No. 2 Staff brought forth, for information, a proposed community garden in an area of unused right of way along 15th Street SE. The area has hydrant access for water and the City would provide topsoil to level out the surface. If agreed upon, the City would draft a license agreement to detail the use of the area for the garden. This item was for information only.

Item No. 3 It was the recommendation of the Committee to approve the purchase of one 2020 International HV507 dump truck with snow removal equipment in the amount of \$193,428. The CIP budget included \$220,000 for the purchase. The truck chassis will be purchased from Maney International per MN State Contract No. 124638 and snow removal equipment will be purchased from Towmaster, Inc. per MN State Contract No. 167105. This unit will replace the 2008 International dump truck.

Resolution No. 2020-034 Approving the Purchase of a 2020 International HV507 Truck with Snow Removal Equipment in the Amount of \$193,428 was introduced by Council Member Plowman. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

It was the recommendation of the Committee to approve the purchase of one 2020 Chevrolet Silverado and topper and tool boxes in the amount of \$43,085. The CIP budget included \$104,000 for the purchase of two pickups. The pickup will be purchased from Schwieters of Willmar and the topper and tool boxes from Accessories 4 Trucks of Willmar and will replace a 2006 GMC pickup.

Council Member Plowman offered a motion to approve the recommendation of the Committee. Council Member Nelsen seconded the motion. Following a lengthy discussion on purchasing locally versus using the state bid, City Administrator Brian Gramentz stated he has asked the policy to be reviewed and discussed at a future Finance Committee meeting. Council Member Nelsen offered a motion to table this matter. Council Member Alvarado seconded the motion which carried.

It was the recommendation of the Committee to approve the purchase of one 2020 Ford F-450 and service body in the amount of \$60,869. The CIP budget included \$104,000 for the purchase of two pickups. The pickup will be purchased from Mills Ford of Willmar with the service body from North Central Trucks of St. Cloud and will replace a 2006 GMC pickup.

Resolution No. 2020-035 Approving the Purchase of a 2020 Ford F-450 with Service Body in the Amount of \$60,869 was introduced by Council Member Plowman. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

It was the recommendation of the Committee to approve the purchase of a 2020 Toro Sand Pro in the amount of \$29,333.99 from MTI Distributing. The CIP budget included \$30,000 for the purchase of an infield groomer and this unit will replace a Jacobsen Groomaster.

Resolution No. 2020-036 Approving the Purchase of a 2020 Sand Pro 5040 in the Amount of \$29,333.99 was introduced by Council Member Plowman. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Item No. 4 It was the recommendation of the Committee to approve the signal system painting from Pole Painting Plus! in the amount of \$56,025. The Public Works operating budget includes \$70,000 for the painting of nine intersections.

Resolution No. 2020-037 Awarding the Signal System Painting to Pole Painting Plus! In the Amount of \$56,025 was introduced by Council Member Plowman. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Item No. 5 It was the recommendation of the Committee to approve Amendment No. 5 to the 2017 Improvement Projects professional services agreement with Bolton & Menk, Inc. in the amount of \$63,750.

Resolution No. 2020-038 Authorizing Amendment No. 5 with the Professional Services Agreement with Bolton & Menk, Inc., for the 2017 Improvement Projects was introduced by Council Member Plowman. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0. Council Member Schwantes was absent during the vote.

It was the recommendation of the Committee to approve the amended preliminary budget for Project No. 1704/1904. The amendment is due to a state aid variance request for a two-foot clear zone to be waived, a hydraulic analysis of the TH 12 ditch as well as a limited use permit from MnDOT for allowing the improvements within their right of way.

Resolution No. 2020-039 1904 Preliminary Budget – Amended Estimated Total Cost \$530,901 was introduced by Council Member Plowman. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Item No. 6 It was the recommendation of the Committee to approve the purchase of a 2020 Polaris RGR XP 1000 from Motorsports of Willmar in the amount of \$18,228. This unit will replace a 2011 Kubota RTV.

Resolution No. 2020-040 Approving the Purchase of a 2020 Polaris RGR XP 1000 in the Amount of \$18,228 was introduced by Council Member Plowman. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

It was the recommendation of the Committee to approve the purchase of a 2020 Bobcat 5600 Toolcat from Farm-Rite Equipment of Willmar, Inc. in the amount of \$35,142.28. This unit will replace a 2010 Kubota L5740 tractor. The CIP budget included \$76,742 for the purchase of these two units.

Resolution No. 2020-041 Approving the Purchase of a 2020 Bobcat 5600 Toolcat in the Amount of \$35,142.28 was introduced by Council Member Plowman. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

The Public Works/Safety Committee Report of February 25, 2020, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Plowman. Council Member Nelsen seconded the motion, and carried.

City Administrator Brian Gramentz presented a request to select RJM Construction as the Construction Manager at Risk for construction of the City Hall/Community Center Project and authorize the Mayor and City Administrator to execute a contract.

Resolution No. 2020-042 Authorization to Execute Agreement with RJM Construction For Construction Manager at Risk for City Hall/Community Center Project was introduced by Council Member Asmus. Council Member Schwantes seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

City Administrator Brian Gramentz presented a request to select BKV Group as the architect/engineer for construction of the City Hall/Community Center Project and authorize the Mayor and City Administrator to execute a contract.

Resolution No. 2020-043 Authorization to Execute Agreement with BKV Group for Architectural/Engineering Services for City Hall/Community Center Project was introduced by Council Member Asmus. Council Member Alvarado seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

City Clerk Judy Thompson presented a request to approve a Civic Center Special Event by On-Sale Liquor License Holder Permit. Ms. Thompson stated the Glacial Ridge Curling Organization will hold a two-day Curling Novice Bonspiel on March 13 and 14, 2020, with plans to sell alcohol. This permit is required to distribute or consume alcohol on the Civic Center grounds, and Queen Bee's Bar & Grill, Inc. dba Queen Bee's Bar & Grill, Paynesville applied for the permit.

Council Member Mueske offered a motion to approve staff's request. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Council Member Alvarado offered the following comments: livestreaming is now available on WRAC TV and several local meetings and many programs can be viewed on your phone, laptop, or computer; take advantage of your right to vote and participate in the Presidential Primary Election tomorrow.

Council Member Mueske offered the following comments: coronavirus concerns are being reviewed by our local officials, the League of Minnesota Cities, and the Department of Health. Weekly updates will be

available from Twin Cities PBS beginning tomorrow. Minnesota appears to be ahead of the curve and hopes Willmar and Kandiyohi County will be the same.

The upcoming Committee meetings will be as follows: Finance Committee – Thursday, March 5th at 5:15 p.m.; Public Works/Safety Committee – Wednesday, March 4th at 5:00 p.m.; Community Development Committee – none scheduled, and; Labor Relations Committee – Monday, March 23rd at 6:15 p.m.

Mayor Calvin proposed the idea of having a presentation titled, “Speak Your Peace Civility Project,” at the next Council meeting and asked that it be placed first on the agenda. The project is about doing business a certain way, and in a certain manner. Mayor Calvin stated that Gary Geiger and Greg Hilding have shared this project with Vision 2040 and Mayor Calvin. Consensus of the Council was to schedule, as proposed.

Council Member Mueske offered a motion to adjourn the meeting with Council Member Fagerlie seconding the motion which carried. The meeting adjourned at 9:10 p.m.

s/s Marv Calvin
MAYOR

Attest:

s/s Judy Thompson
SECRETARY TO THE COUNCIL

RESOLUTION NO. 2020-029

A RESOLUTION ORDERING THE 2020 STREET AND OTHER IMPROVEMENTS AND DIRECTING STAFF TO PREPARE FINAL PLANS AND SPECIFICATIONS.

Motion By: Fagerlie

Second By: Plowman

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 2020 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 2nd day of March, 2020

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 2020-030

A RESOLUTION APPROVING FINAL PLANS AND SPECIFICATIONS AND AUTHORIZING PUBLICATION OF THE ADVERTISEMENT FOR BIDS FOR THE 2020 IMPROVEMENT PROJECTS.

Motion By: Fagerlie Second By: Plowman

WHEREAS the City Engineer of the City of Willmar has presented to the City Council plans and specifications for Project Nos. 2001-A, 2001-B, 2001-C, 2001-D, 2003-A, 2003-B, 2003-C, 1904 and 2004 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 6th day of April, 2020, at the City Office Building, 333 Southwest Sixth Street, Willmar, Minnesota.

Dated this 2nd day of March, 2020

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

**RESOLUTION NO. 2020-031
EAST SIDE DRAINAGE BUDGET PHASE I & II
ESTIMATED TOTAL COST \$417,363**

*Budget Amounts are Essential

Motion By: Nelsen Second By: Fagerlie

Code

PERSONNEL SERVICES

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

RECEIVABLES

Assessments Prop Owners	\$0.00
LOST	\$350,803.00
General	\$66,560.00
MUC	\$0.00

14* Employer Ins. Contr.		WTP	\$0.00
TOTAL	\$0.00	Bond Proceeds	\$0.00

TOTAL \$417,363.00

SUPPLIES

20* Office Supplies	
21* Small Tools	
22* Motor Fuels & Lubricants	
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	\$0.00

FINANCING

General	\$66,560.00
LOST	\$350,803.00
WTP	\$0.00
MUC	\$0.00
MnDOT	\$0.00

TOTAL \$417,363.00

GRAND TOTAL \$417,363.00

Dated this 2nd day of March, 2020

OTHER SERVICES

33* Travel-Conf.-Schools	
34 Mtce. of Equipment	
35 Mtce. of Structures	
36* Mtce. of Other Impr.	\$274,821.00
37 Subsistence of Persons	
38 Cleaning & Waste Removal	
39* Other Services	\$27,482.00
TOTAL	\$302,303.00

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

OTHER CHARGES

46* Prof. Serv.	\$110,060.00
48 Admin OH (Transfer)	\$5,000.00
TOTAL	\$115,060.00
GRAND TOTAL	\$417,363.00

RESOLUTION NO. 2020-032
2020 WILLMAR MAIN STREET BUDGET
TOTAL COST \$53,000

*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

Property Owners	
County	
State	
City	\$32,500.00
Other (Grants*)	\$19,000.00
Other (Event Revenue)	\$1,500.00
TOTAL	\$53,000.00

SUPPLIES

20* Office Supplies	
21* Small Tools	
22* Motor Fuels & Lubricants	
23* Postage	\$145.00
24 Mtce. of Equipment	
25 Mtce. of Structures	
26 Mtce. of Other Improvements	
27 Subsistence of Persons	\$2,500.00
28 Cleaning & Waste Removal	
29* General Supplies	
TOTAL	\$2,645.00

OTHER SERVICES

30 Communications	
31* Printing & Publishing	\$500.00
32 Utilities	
33* Travel-Conf.-Schools	\$5,000.00
34 Mtce. of Equipment	
35 Mtce. of Structures	
36* Mtce. of Other Impr.	
37 Subsistence of Persons	
38 Cleaning & Waste Removal	
39* Other Services	\$2,500.00
TOTAL	\$8,000.00

OTHER CHARGES

40 Rents	\$280.00
41 Insurance & Bonds	
42 Awards & Indemnities	\$13,500.00
43 Subscriptions/Memberships	\$2,375.00
44 Interest	
45 Licenses & Taxes	
46* Prof. Serv.	\$15,200.00
47 Advertising	\$1,000.00
48 Admin OH (Transfer)	
49 Other Charges	\$10,000.00
TOTAL	\$42,355.00
GRAND TOTAL	\$53,000.00

FINANCING

Bonds		
State		
City		
City		
Other		
TOTAL		\$0.00
GRAND TOTAL		\$53,000.00

Dated this 2nd day of March, 2020

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

*Grants:
\$10,000 – Artists on Main Street
\$5,000 – WACF Artists on Main Street
\$4,000 – MN Main Street Project Funds

RESOLUTION NO. 2020-033

**A RESOLUTION APPROVING WILLMAR TOWNSHIP FIRE AGREEMENT
IN THE AMOUNT OF \$28,408.48**

Motion By: Nelsen Second By: Fagerlie

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, 2020 through March 31, 2021, in the amount of \$28,408.48.

Dated this 2nd day of March 2020.

s/s Marv Calvin
MAYOR

Attest:

s/s Judy Thompson
CITY CLERK

RESOLUTION NO. 2020-034

A RESOLUTION APPROVING THE PURCHASE OF A 2020 INTERNATIONAL HV507 TRUCK WITH SNOW REMOVAL EQUIPMENT IN THE AMOUNT OF \$193,428.

Motion By: Plowman 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 2020 International HV507 dump truck from Maney International, Inc. is accepted through State Contract No. 124638 in the amount of \$94,592 and snow removal equipment from Towmaster, Inc. through State Contract No. 167105 in the amount of \$98,836 and be it further resolved the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreements with the bidders. for the terms and consideration of the contract in the total amount of \$193,428.

Dated this 2nd day of March, 2020

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 2020-035

A RESOLUTION APPROVING THE PURCHASE OF A 2020 FORD F-450 WITH SERVICE BODY IN THE AMOUNT OF \$60,869.

Motion By: Plowman 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 2020 Ford F-450 from Mills Ford of Willmar is accepted in the amount of \$39,088 and service body from North Central Bus and Equipment, Inc. in the amount of \$21,781, 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 \$60,869.

Dated this 2nd day of March, 2020

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 2020-036

**A RESOLUTION APPROVING THE PURCHASE OF A 2020 SAND PRO 5040
IN THE AMOUNT OF \$29,333.99.**

Motion By: Plowman 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 2020 Sand Pro 5040 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 MTI Distributing, Inc. for the terms and consideration of the contract in the amount of \$29,333.99.

Dated this 2nd day of March, 2020

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 2020-037

**A RESOLUTION AWARDING THE SIGNAL SYSTEM PAINTING TO POLE PAINTING PLUS!
IN THE AMOUNT OF \$56,025.**

Motion By: Plowman Second By: Nelsen

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Pole Painting Plus! of Maple Lake, MN for the signal systems painting is accepted, and be it further resolved that 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 amount of \$56,025.

Dated this 2nd day of March, 2020

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 2020-038

A RESOLUTION AUTHORIZING AMENDMENT NO. 5 WITH THE PROFESSIONAL SERVICES AGREEMENT WITH BOLTON & MENK, INC. FOR THE 2017 IMPROVEMENT PROJECTS.

Motion By: Plowman Second By: Nelsen

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 of the City of Willmar are hereby authorized to enter into an amendment to the professional services contract between the City of Willmar and Bolton and Menk, Inc. for the 2017 Improvement Projects. The amendment increases the contract amount by \$63,750.

Dated this 2nd day of March, 2020

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

**RESOLUTION NO. 2020-039
1904 PRELIMINARY BUDGET- AMENDED
ESTIMATED TOTAL COST \$530,901**

*Budget Amounts are Essential

Motion By: Plowman Second By: Nelsen

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

SUPPLIES

20* Office Supplies	
21* Small Tools	
22* Motor Fuels & Lubricants	
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	\$0.00

OTHER SERVICES

33* Travel-Conf.-Schools	
34 Mtce. of Equipment	
35 Mtce. of Structures	
36* Mtce. of Other Impr.	\$338,341
37 Subsistence of Persons	
38 Cleaning & Waste Removal	
39* Other Services	\$33,834
TOTAL	\$372,175

OTHER CHARGES

46* Prof. Serv.	\$158,226
47 Advertising	\$500
TOTAL	\$158,726
GRAND TOTAL	\$530,901

RECEIVABLES

Assessments Prop Owners	\$0.00
Community Investment	\$320,901
General	\$0.00
Federal Aid	\$210,000
WTP	\$0.00
Bond Proceeds	\$0.00

TOTAL \$530,901

FINANCING

General	\$0.00
Bonds	\$320,901
Federal Aid	\$210,000
MUC	\$0.00
MnDOT	\$0.00

TOTAL \$530,901

GRAND TOTAL \$530,901

Dated this 2nd day of March, 2020

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 2020-040

A RESOLUTION APPROVING THE PURCHASE OF A 2020 POLARIS RGR XP 1000 IN THE AMOUNT OF \$18,228.

Motion By: Plowman 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 2020 Polaris RGR XP 1000 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 Motorsports of Willmar for the terms and consideration of the contract in the amount of \$18,228.

Dated this 2nd day of March, 2020

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 2020-041

**A RESOLUTION APPROVING THE PURCHASE OF A 2020 BOBCAT 5600 TOOLCAT
IN THE AMOUNT OF \$35,142.28.**

Motion By: Plowman 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 2020 Bobcat 5600 Toolcat is accepted through State Contract No. E-110(5), and be it further resolved the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with Farm-Rite Equipment of Willmar, Inc. for the terms and consideration of the contract in the amount of \$35,142.28.

Dated this 2nd day of March, 2020

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 2020-042

**AUTHORIZATION TO EXECUTE AGREEMENT WITH RJM CONSTRUCTION
CONSTRUCTION MANAGER AT RISK FOR CITY HALL/COMMUNITY CENTER**

Motion By: Asmus Second By: Schwantes

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 an agreement between the City of Willmar and RJM Construction to be Construction Manager at Risk for the City Hall/Community Center Project for an estimated compensation fee of \$570,710.

Dated this 2nd day of March, 2020.

s/s Marv Calvin
MAYOR

Attest:

s/s Judy Thompson
CITY CLERK

RESOLUTION NO. 2020-043

**AUTHORIZATION TO EXECUTE AGREEMENT WITH BKV GROUP FOR
ARCHITECTURAL/ENGINEERING SERVICES FOR CITY HALL/COMMUNITY CENTER**

Motion By: Asmus

Second By: Alvarado

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 an agreement between the City of Willmar and BKV Group for Architectural/Engineering Services for the City Hall/Community Center Project for 6.25% of the cost of the work.

Dated this 2nd day of March, 2020.

s/s Marv Calvin
MAYOR

Attest:

s/s Judy Thompson
CITY CLERK