

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

March 16, 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, Kathy Schwantes, Vicki Davis, Fernando Alvarado, Julie Asmus, Andrew Plowman, and Audrey Nelsen. Present 8, Absent 1. Council Member Shawn Mueske was excused from the meeting.

Also present were City Administrator Brian Gramentz, Police Chief Jim Felt, Recreation Director Rob Baumgarn, Public Works Director Sean Christensen, City Clerk Judy Thompson, and City Attorney Robert Scott.

Additions and/or deletions to the agenda included: Mayor Calvin asked that the Mayor's State of the City address, and Consideration of Declaring Local Emergency, be added to the agenda.

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

City Clerk Judy Thompson reviewed the consent agenda.

- A. City Council Minutes of March 2, 2020
- B. Willmar Municipal Utilities Board Minutes of March 9, 2020
- C. Application for Exempt Permit – United Way of West Central Minnesota
- D. Application for Exempt Permit – West Central Ducks Unlimited
- E. Accounts Payable Report for February 27 through March 11, 2020
- F. Building Report for the Month of February, 2020
- G. Invest in Willmar Board Minutes of December 11, 2019
- H. Application for Appointment to the Board of Zoning Appeals – Joshua Monson

Council Member Fagerlie offered a motion to approve the Consent Agenda. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Mayor Calvin read the Mayor's State of the City address.

City Attorney Robert Scott presented to the Mayor and Council a resolution declaring local emergency for the City of Willmar. Following discussion, **Resolution No. 2020-044 Declaring a Local Emergency** was introduced by Council Member Schwantes. Council Member Alvarado seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

The Public Works/Safety Committee Special Meeting Report for March 4, 2020 was presented to the Mayor and Council by Council Member Plowman. There were seven items for consideration.

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

Item No. 2 It was the recommendation of the Committee to adopt the resolution entering into an agreement with West Central Hockey for the Summer Ice Agreement. After the recent upgrades to the refrigeration and HVAC systems in the Blue Line Arena, it now allows the City to increase summer ice programs. RFP's were sent to all local users with two submitted. It is the recommendation of the Park and Recreation Board to enter into an agreement with West Central Hockey for one year. Jason Buetow, volunteer director with West Central Hockey, brought forth information on the summer ice programming in the Blue Line Arena as well as financial details for paying the monthly utilities, part time staff and a fee of \$24,000 for the agreement.

**Resolution No. 2020-045 Enter Into an Agreement with West Central Hockey for the Summer Ice** was introduced by Council Member Plowman. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Item No. 3 It was the recommendation of the Committee to adopt a resolution authorizing the Mayor and City Administrator to enter into the "Amended and Restated Agreement for the Installation and Maintenance of Street Lights". This agreement details the replacement of the 208 downtown street/sidewalk light fixtures with LED lights and upgraded poles. The recommended poles would include electrical outlets and compatible with several accessories. Willmar Municipal Utilities (WMU) will be responsible for maintenance and replacement costs estimated at \$300,000 with any additional costs at the City's responsibility.

**Resolution No. 2020-046 Authorization to Execute "Amended and Restated Agreement for the Installation and Maintenance of Street Lights"** was introduced by Council Member Plowman. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Item No. 4 It was the recommendation of the Committee to table this item approve entering into an agreement with Bullet Proof Mechanical Service Inc. for the Public Works garage heating and air conditioning project in the amount of \$53,025. The 2020 CIP budget includes \$60,000 for the replacement of heating units in three of the four shop areas and also adding air conditioning in the mechanic's shop. Two quotes were received; one from Chappell Central in the amount of \$50,740 and one from Bullet Proof Mechanical Service Inc. in the amount of \$53,025. The Bullet Proof quote includes all electrical work, with the Chappell Central quote requiring staff to hire out all electrical work an additional cost. This item was for information only.

Item No. 5 It was the recommendation of the Committee to approve Amendment No. 4 to the lease with the State of Minnesota Department of Public Safety for a motorcycle skills test course in City right - of-way. The Department of Public Safety has used an area of land on the north end of Transportation Drive for the term of five years for testing motorcycle license applicants since 2005.

**Resolution No. 2020-047 Authorizing the Execution of the State of Minnesota Department of Public Safety Lease Agreement No. PS0246 - Amendment No. 4** was introduced by Council Member Plowman. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Item No. 6 It was the recommendation of the Committee to adopt a resolution to enter into an agreement with Willmar Baseball Association for advertising at Swansson Baseball/Softball complex. In the agreement approved by the Parks and Recreation Board, the Boosters would be responsible for all advertising costs, installation, removal and any repairs to the fence to place advertising signage on the fences at Green, Blue and the entrance of Elsie Klemmetson (Orange) field.

**Resolution No. 2020-048 A Resolution to Enter Into an Agreement with Willmar Baseball Boosters for Advertising at Swansson Fields** was introduced by Council Member Plowman. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Item No. 7 It was the recommendation of the Committee to adopt a resolution to enter into an agreement with Sunde Land Surveying for the topographic and boundary survey of the Invest in Willmar project: Recreation/Event Center (Civic Center location) in the amount of \$23,075.

**Resolution No. 2020-049 Awarding the Surveying of the Invest in Willmar Project: Recreation/Event Center to Sunde Land Surveying in the Amount of \$23,075** was introduced by Council Member Plowman. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

It was also the recommendation of the Committee to adopt a resolution to enter into an agreement with Bolton and Menk, Inc. for the topographic and boundary survey of the Invest in Willmar project: Swansson

Fields in the amount of \$19,400. The architects of both projects are requesting surveys of the project areas to obtain topographic information, boundaries and utilities.

**Resolution No. 2020-050 Awarding the Surveying of the Invest in Willmar Project: Swansson Fields to Bolton and Menk, Inc. in the Amount of \$19,400** was introduced by Council Member Plowman. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

The Public Works/Safety Committee Report of March 4, 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.

The Finance Committee Report for March 5, 2020 was presented to the Mayor and Council by Council Member Nelsen. There were four items for consideration.

Item No. 1 Staff requested adding the Purchase of a Maintenance Truck to this agenda. Councilmember Asmus moved to add this item with Councilmember Plowman seconding. The motion carried and the item was added later on the agenda.

Item No. 2 City Administrator Gramentz reported that after reviewing the City's current Purchasing Policy, he is recommending several amendments to create a more concise flow of information that incorporates the state purchasing statute requirements as well as the Council's directives. The proposed amended policy was distributed to the Committee members and reviewed. Council Member Nelsen requested that 'local vendor' be defined as within Kandiyohi County. Subsequently, the Purchasing Policy would state under Scope, Purchasing and Competitive Bidding: "...and local vendor (Kandiyohi County) if local vendor is within 1% or \$1,000 of the lowest bid obtained, whichever is lower." Under Exceptions, it was noted that "vendor selection" will be changed to "vendor recommendation" as follows: "...It is the responsibility of the department head to document the rationale for the vendor ~~selection~~ recommendation, particularly when the lowest bid is not accepted and/or if a bid was only received or obtained from one vendor." The Purchasing Policy was received for information and will be reviewed at a future meeting. This item was for information only.

Item No. 3 Staff is in the process of proceeding with the replacement of a 2006 GMC pickup, Unit #068220, in accordance with the 2020 Capital Outlay Program. Council approval is being requested to replace this unit with a 2020 Silverado 1500 from Schwieters of Willmar for \$35,927.50. This pickup would be delivered to our facility and the purchase would stay local. Option B would be to purchase a pickup from Saxon Fleet Services of New Brighton, Minnesota, through the State Contract Pricing for \$35,680.70 with the requirement that staff picks it up from New Brighton.

Also as part of this replacement, a topper and tool boxes would be purchased from Accessories 4 Trucks of Willmar for \$4,953.62. Additionally, it was noted that the 2006 Pickup will be sold on City Auction after delivery of the new unit.

It was the recommendation of the Committee to approve the purchase of the 2020 Silverado 1500 Pickup from Schwieters of Willmar for \$35,927.50 plus the purchase of a topper and tool boxes from Accessories 4 Trucks of Willmar for \$4,953.62.

It was noted, this item was tabled by Council at the March 2<sup>nd</sup> meeting. Council Member Nelsen offered a motion to bring this item off the table. Council Member Plowman seconded the motion, which carried.

**Resolution No. 2020-051 Approving the Purchase of a 2020 Silverado 1500 with Topper and Tool Boxes in the amount of \$40,519.50** 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 Future Finance Committee meeting dates were briefly discussed, noting there may be a change from the 18th/19th of March to the 1st/2nd of April. This item was for information only.

The Finance Committee Report of March 5, 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, and carried.

City Administrator Brian Gramentz requested the personnel policy update for discontinuance of individual policies be brought off the table as the issues in question have been answered. He noted this item was tabled at the March 2nd Council meeting.

Council Member Nelsen offered a motion to approve staff's recommendation. Council Member Plowman seconded the motion which carried.

Council Member Schwantes offered a motion to update the personnel policy for discontinuance of individual policies. Council Member Asmus seconded the motion which carried.

City Clerk Judy Thompson presented a request to approve annual liquor license renewals for the period of April 25, 2020 through April 25, 2021, pending police department approval.

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

Council Member Davis offered the following comments: the Light of the World display will be taken down on Saturday, March 21st beginning at 10:00 a.m. and urged anyone interested in helping to show up at the time.

Council Member Asmus offered the following comments: urged everyone to be diligent with practices during the COVID-19 pandemic; her heart goes out to the restaurant and bar owners during this time; we need to support our local businesses.

Council Member Schwantes offered the following comments: "Beat the Peak."

Council Member Alvarado offered the following comments: please complete the Census; thanked the Mayor for empathizing with neighbors who might not need assistance during the COVID-19 pandemic – please consider them.

Council Member Plowman offered the following comments: the actions taken by Council tonight are warranted – this is a defining moment world-wide - everyone is afraid of the unknown; and quoted from the Mr. Rogers movie, "when he was a child and scared of various events going on in the world he would tell his mom, and she told him that in the midst of everything going on and happening, to look for the helpers. There will always be those willing to help to do good."; urged everyone to help others.

The upcoming Committee meetings will be properly announced as dates are determined.

Mayor Calvin stated he will be on "Open Mic" tomorrow along with emergency preparedness staff at 10:05 a.m.; tomorrow at 2:00 p.m. will be a local community session on how to respond to the pandemic; "Keep Your Social Distancing," cover your cough, wash your hands, and stay home if you are sick.

Council Member Nelsen offered a motion to adjourn the meeting with Council Member Fagerlie seconding the motion which carried. The meeting adjourned at 7:54 p.m.

s/s Marv Calvin  
MAYOR

Attest:

s/s Judy Thompson  
SECRETARY TO THE COUNCIL

**RESOLUTION NO. 2020-044**

**RESOLUTION DECLARING A LOCAL EMERGENCY**

Motion By: Schwantes                      Second By: Alvarado

**WHEREAS**, Novel Coronavirus Disease 2019, commonly known as “COVID-19,” which is a respiratory disease that can result in serious injury or death, is spreading globally and has been identified by the World Health Organization (“WHO”) as a pandemic; and

**WHEREAS**, on March 13, 2020, President Donald Trump declared that the COVID-19 outbreak in the United States constitutes a National Emergency; and

**WHEREAS**, COVID-19 has been confirmed to exist and be spreading within the State of Minnesota; and

**WHEREAS**, on March 13, 2020, Governor Tim Walz declared a Peacetime State of Emergency to authorize any and all necessary resources to be used in support of the COVID-19 response; and

**WHEREAS**, Minn. Stat. § 12.29 authorizes the Mayor of the City of Willmar to declare a local emergency, and further provides that the state of local emergency may not be continued for a period in excess of three days except by or with the consent of the City Council of the City of Willmar;

**WHEREAS**, the United States Center for Disease Control (“CDC”) and Minnesota Department of Health (“MDH”) have advised that aggressive community mitigation strategies are necessary to slow the transmission of COVID-19, reduce illness and deaths, and limit the economic impacts of the outbreak; and

**WHEREAS**, the COVID-19 pandemic is an unforeseen, present, sudden, and unexpected situation, which requires immediate action to be taken to prevent damage to the health, safety, and welfare of the citizens of the City of Willmar; and

**WHEREAS**, the necessary resources to respond to and recover from this pandemic will likely exceed those resources available within the City, and additional resources may be needed from Kandiyohi County, and state and federal sources.

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

1. By signing this Resolution, Mayor Marvin Calvin declares that the COVID-19 pandemic constitutes a local emergency within the City of Willmar, effective March 16, 2020, with all the powers and responsibilities attending thereto as provided, Minn. Stat. Ch. 12, and as otherwise provided for the City of Willmar’s Charter and City Code.
2. The City Council, by adopting this Resolution, agrees with the Mayor’s declaration of a local emergency within the City of Willmar and hereby extends such state of local emergency until such time as this resolution is rescinded by the City Council.
3. The Mayor and City Council hereby direct City staff to review City ordinances, regulatory requirements, operations, practices, events, and resources to determine whether the foregoing

should be adjusted or suspended, and to make recommendations regarding additional emergency regulations to support the employees and residents of the City of Willmar.

4. The Mayor and City Council hereby direct City staff to operate and support the response to this incident, under the direction and coordination of the City Administrator, including implementing new employee protocols, strategies, and processes to ensure that public services are maintained while best protecting the health, safety and welfare of the public and the City's employees.
5. The Mayor and City Council hereby directs the City's City Administrator and other appropriate City staff to request and coordinate appropriate aid and resources from surrounding jurisdictions, Kandiyohi County, the State of Minnesota, and the Federal government, as needed.
6. The Mayor and City Council hereby declares, under Minn. Stat. § 13D.021, that in-person meetings of the City Council and its subcommittees, Planning Commission, and other advisory boards and commissions of the City of Willmar are not practical or prudent due to the COVID-19 health pandemic and the peacetime emergency declared by Governor Walz pursuant to Minnesota Statutes, Chapter 12, and hereby directs that meetings of the City Council and its subcommittees, Planning Commission, and other advisory boards and commissions of the City shall be conducted by telephone or other electronic means, and hereby directs City Staff to take such action as may be necessary to enable such meetings to occur via telephone or other electronic means pursuant to Minn. Stat. § 13D.021, until such time as it is no longer impractical or imprudent for the City Council, Planning Commission, and other advisory commission to resume in-person meetings.]
7. The Mayor and City Council hereby orders that this declaration be given prompt and general publicity and that it be filed promptly by the City Clerk.

Dated this 16th day of March, 2020

s/s Marv Calvin  
MAYOR

Attest:

s/s Judy Thompson  
CITY CLERK

**RESOLUTION NO. 2020-045**  
**A RESOLUTION TO ENTER INTO AN AGREEMENT WITH WEST CENTRAL HOCKEY**  
**FOR THE SUMMER ICE AGREEMENT**

Motion By: Plowman                      Second By: Asmus

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 agreement with West Central Hockey for the Summer Ice Agreement.

Dated this 16<sup>th</sup> day of March, 2020

s/s Marv Calvin  
MAYOR

ATTEST:

s/s Judy Thompson  
CITY CLERK

**RESOLUTION NO. 2020-046**

**AUTHORIZATION TO EXECUTE “AMENDED AND RESTATED AGREEMENT FOR THE INSTALLATION AND MAINTENANCE OF STREET LIGHTS”**

Motion By: Plowman Second By: Asmus

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 “Amended and Restated Agreement for the Installation and Maintenance of Street Lights” with Willmar Municipal Utilities for the installation and maintenance of street lights.

Dated this 16th day of March, 2020.

s/s Marv Calvin  
MAYOR

Attest:

s/s Judy Thompson  
CITY CLERK

**RESOLUTION NO. 2020-047**

**A RESOLUTION AUTHORIZING THE EXECUTION OF THE STATE OF MINNESOTA DEPARTMENT OF PUBLIC SAFETY LEASE AGREEMENT NO. PS0246 – AMENDMENT NO. 4.**

Motion By: Plowman Second By: Asmus

IT IS RESOLVED by the City of Willmar as follows:

1. That the State of Minnesota Lease Agreement No. PS0246, “Agreement for Motorcycle Skill Test Course” on the north dead end of Transportation Drive in Willmar, Minnesota is accepted.
2. That the Mayor and City Administrator are authorized to execute this agreement and any amendments on behalf of the City of Willmar.

Dated this 16th day of March, 2020

s/s Marv Calvin  
Mayor

Attest:

s/s Judy Thompson  
City Clerk

**RESOLUTION NO. 2020-048**  
**A RESOLUTION TO ENTER INTO AN AGREEMENT WITH WILLMAR BASEBALL BOOSTERS FOR**  
**ADVERTISING AT SWANSSON FIELDS**

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 agreement with Willmar Baseball Boosters for placement of advertising signs on Swansson Blue and Green fields along Willmar Avenue and at Elsie Klemmetson (Orange) field.

Dated this 16th day of March, 2020

s/s Marv Calvin  
MAYOR

Attest:

s/s Judy Thompson  
CITY CLERK

**RESOLUTION NO. 2020-049**

**A RESOLUTION AWARDDING THE SURVEYING OF THE INVEST IN WILLMAR PROJECT:**  
**RECREATION/EVENT CENTER TO SUNDE LAND SURVEYING IN THE AMOUNT OF \$23,075.**

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 Sunde Land Surveying of Bloomington, MN for the topographic and boundary survey of the Invest in Willmar Project: Recreation/Event Center (Civic Center location) 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 \$23,075.

Dated this 16th day of March, 2020

s/s Marv Calvin  
Mayor

Attest:

s/s Judy Thompson  
City Clerk



**RESOLUTION NO. 2020-050**

**A RESOLUTION AWARDING THE SURVEYING OF THE INVEST IN WILLMAR PROJECT: SWANSSON  
FIELDS  
TO BOLTON AND MENK, INC. IN THE AMOUNT OF \$19,400.**

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 Bolton and Menk, Inc. of Willmar, MN for the topographic and boundary survey of the Invest in Willmar Project: Swansson Fields 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 \$19,400.

Dated this 16th day of March, 2020

s/s Marv Calvin  
Mayor

Attest:

s/s Judy Thompson  
City Clerk

**RESOLUTION NO. 2020-051**

**A RESOLUTION APPROVING THE PURCHASE OF A 2020 SILVERADO 1500 WITH  
TOPPER AND TOOL BOXES IN THE AMOUNT OF \$40,519.50.**

Motion By: Nelsen

Second By: Plowman

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 Chevrolet Silverado 1500 from Schwieters Chevrolet of Willmar, Inc. is accepted in the amount of \$35,927.50 and topper and tool boxes from Accessories 4 Trucks in the amount of \$4,592, 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 \$40,519.50.

Dated this 16th day of March, 2020

s/s Marv Calvin  
Mayor

Attest:

s/s Judy Thompson  
City Clerk