

WILLMAR CITY COUNCIL PROCEEDINGS
BOARD ROOM
HEALTH AND HUMAN SERVICES BUILDING
WILLMAR, MINNESOTA
ALSO AVAILABLE BY ELECTRONIC MEANS FOR REMOTE COUNCIL MEMBERS

July 3, 2023
5:30 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 9, Absent 0.

Also present were City Administrator Leslie Valiant, City Operations Director Kyle Box, Police Chief Jim Felt, Finance Director Tom Odens, Public Works Director Gary Manzer, Parks and Recreation Director Rob Baumgarn, Planning and Development Services Director Justice Walker, Community Growth Director Pablo Obregon, and Human Resource Director LuAnn Sietsema.

There were no additions or deletions to the agenda.

Council Member Fagerlie moved to approve the agenda, as presented. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

City Operations Director Box reviewed the consent agenda.

- A. City Council Minutes of June 20, 2023
- B. Planning Commission Minutes of June 21, 2023 "Draft"
- C. Willmar Municipal Utilities Commission Minutes of June 26, 2023
- D. Accounts Payable Report, 06-14-23 through 06-27-23
- E. **Resolution No. 2023-108 Accept and Final Project No. 2101-B**
- F. **Resolution No. 2023-109 Facility Agreement with Willmar Public Schools**
- G. **Resolution No. 2023-110 West Central Hockey Lease Agreement Amendment**
- H. **Resolution No. 2023-111 Advertisement Agreement with Willmar Hockey Boosters**
- I. **Resolution No. 2023-112 Advertisement Agreement with 100 Yard Football Club**
- J. **Resolution No. 2023-113 Advertisement Agreement Willmar Boys Soccer Booster Club**
- K. **Resolution No. 2023-114 Concession Stand Agreement with Willmar Baseball Association**
- L. **Resolution No. 2023-115 Concession Stand Agreement with Willmar Softball Association**
- M. Rice Hospital Board Application - Joyce Elkjer-Sundberg

Information:

- N. CVB Minutes of May 16, 2023
- O. CCT Minutes of March 28, 2023

Council Member Asmus offered a motion to approve the consent agenda. Council Member O'Brien seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Cal Miner, Willmar, addressed the Mayor and Council during the Open Forum and complimented the City on promoting within for position openings with the City; spoke as to various City facilities not built to standard, in his opinion.

Chris Radel, Willmar, addressed the Mayor and Council during the Open Forum and asked the Council to consider the financial impact to citizens, and the impact of re-locating the new city hall outside the downtown area.

Jacob Lefever, Willmar, addressed the Mayor and Council and spoke against locating City Offices and Community Center to the former J.C. Penney building; he felt the parking lot repairs are the responsibility of property owner – not dependent on sale of property; urged the City to pass a parking lot ordinance to avoid these issues in the future.

Human Resources Director Sietsema presented a request to approve the hiring of Justin DeLeeuw as the new Public Works Director. It was noted Mr. DeLeeuw is a current employee of the Public Works Department and has been employed with the City for the past 18 years.

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

Mayor Reese congratulated Mr. DeLeeuw on his promotion and looks forward to working with him in his new position.

Human Resources Director Sietsema presented a request to approve the new building maintenance technician job description.

Following a lengthy discussion, Council Member Davis offered a motion to approve staff's request. Council Member Butterfield seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Human Resources Director Sietsema presented a request to approve the non-exempt (overtime eligible) employee pay policy.

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

Planning and Development Services Director Walker and Economic Development Commission (EDC) Executive Director Aaron Backman presented a request to direct staff review and sign a memorandum of understanding (MOU) with the Minnesota Army National Guard for potential acquisition of City land to relocate their facilities within the next fifteen (15) years.

Following a lengthy discussion, Council Member O'Brien offered a motion to approve staff's request. Council Member Butterfield 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 introduce an ordinance and set public hearing for July 17, 2023 for rezoning of Bethesda property. It was noted Bethesda is looking to expand to the east of their current site on Willmar Avenue to build 220 – 250 senior living units. The current zoning is AG (Agriculture), and they are requesting to rezone the property to LB (Limited Business).

Following discussion, Council Member Asmus offered a motion to **introduce an Ordinance Amending the Willmar Zoning Ordinance** and set a public hearing for July 17, 2023. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Contracted City Engineer Jared Voge presented a request to approve plans and specifications and authorize advertisement for bids on Project No. 2304-B, 19th Avenue Trail Improvements.

Following discussion, Council Member Fagerlie introduced **Resolution No. 2023-116 Approving Final Plans and Specifications and Authorizing Publication of the Advertisement for Bids for Project No. 2304-B**. Council Member O'Brien seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Public Works Director Manzer presented a request to enter into a professional services agreement with Bolton and Menk for the 2024 Improvement Projects Feasibility Report and Preliminary Survey in the amount of \$213,000.

Following discussion, Council Member Fagerlie introduced **Resolution No. 2023-117 Awarding the 2024 Improvement Projects Feasibility Report & Preliminary Survey Professional Series: 1401-A, 2401-B, and 2403 to Bolton and Menk, Inc. in the Amount of \$213,000**. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

City Operations Director Box presented a request to approve a professional services agreement with Bolton & Menk for airport drainage improvements in the amount of \$19,802.

Following discussion, Council Member Asmus introduced **Resolution 2023-118 Authorizing Execution of a Professional Services Agreement with Bolton & Menk For Airport Drainage Improvements in the Amount of \$19,802**. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Parks and Recreation Director Baumgarn presented a request to accept the Minnesota DNR Regional Trail Program grant totaling \$187,500. It was noted the City has already allocated \$62,500 in the CIP budget for the 20% matching funds needed for this project. The project would be constructed in different phases, including a restroom facility, an open shelter, and reconstruction of the existing parking lot to be more user-friendly.

Following discussion, Council Member O'Brien introduced **Resolution No. 2023-119 Accepting MN DNR Regional Trail Program Grant**. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

City Administrator Valiant presented a request to approve and authorize staff enter into an agreement with the International City/County Management Association (ICMA) for City of Willmar video production. It was noted each year ICMA contacts various communities that fit their annual conference themes. This year ICMA would like to produce a video of Willmar because Willmar hits many of the key themes such as: effective collaboration between city, county, stakeholder, private business, economic development, community growth and infrastructure.

Following discussion, Council Member Nelsen introduced **Resolution No. 2023-120 Authorizing Execution of an Agreement with the International City/County Management Association (ICMA)**. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

City Operations Director Box acknowledged donations the City received for the second quarter 2023.

Council Member Fagerlie introduced **Resolution No. 2023-121 Acknowledgement of Donations**. Council Member Shuldes seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Council Member O'Brien offered the following comments: keep MIA's and POW's in your prayers as we celebrate Independence Day tomorrow.

Council Member Nelsen left the meeting at 6:55 p.m. and returned at 7:00 p.m.

At 6:57 p.m. upon motion by Council Member Fagerlie and seconded by Council Member Asmus, the Council entered into closed session pursuant to Statute 13D.05, Subd. 3(c). The motion carried on a roll call vote of Ayes 7, Noes 0. Council Member Nelsen was not present at this time.

At 7:45 p.m. Council returned to open session.

Council Member Fagerlie offered a motion to adjourn the meeting, with Council Member Asmus seconding the motion, which carried. The meeting adjourned at 7:45 p.m.

/s/ Douglas E. Reese
MAYOR

Attest:

/s/ Judy R. Thompson
SECRETARY TO THE COUNCIL

RESOLUTION NO. 2023-108

A RESOLUTION ACCEPTING PROJECT NO. 2101-B AND AUTHORIZING FINAL PAYMENT.

Motion By: Asmus Second By: O'Brien

IMPROVEMENT: Project No. 2101-B: Eagle Ridge Dr E Partial Reconstruction

CONTRACTOR: Duinick, Inc.
DATE OF CONTRACT: May 3, 2021
BEGIN WORK: June 1, 2021
COMPLETE WORK: June 14, 2023
APPROVE, ENGINEERING DEPT: June 21, 2023

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

1. The said City of Willmar Robbins Island Phase I Project be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$1,087,587.90
CHANGE ORDER NO. 1	\$57,842.90
FINAL NET CONTRACT AMOUNT, PROPOSED:	\$1,133,105.93
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$1,081,767.93
Less Previous Payments	\$1,107,785.46
FINAL PAYMENT DUE CONTRACTOR:	\$25,320.47

Dated this 3rd day of July, 2023

/s/ Douglas E. Reese
Mayor

Attest:

/s/ Judy R. Thompson
City Clerk

RESOLUTION NO. 2023-109

RESOLUTION APPROVING THE FACILITY AGREEMENT WITH WILLMAR PUBLIC SCHOOLS

Motion By: Asmus Second By: O'Brien

BE IT RESOLVED by the City Council of the City of Willmar to approve an agreement with Willmar Public School and Willmar Parks and Recreation Department to utilize each other's facilities per the facility use agreement.

Dated this 3rd day of July, 2023

/s/ Douglas E. Reese
MAYOR

ATTEST:

/s/ Judy R. Thompson
CITY CLERK

RESOLUTION NO. 2023-110

RESOLUTION APPROVING THE AMENDMENT TO THE WEST CENTRAL HOCKEY LEASE AGREEMENT

Motion By: Asmus Second By: O'Brien

BE IT RESOLVED by the City Council of the City of Willmar to approve the first amendment to the West Central Hockey Lease Agreement.

Dated this 3rd day of July, 2023

/s/ Douglas E. Reese
MAYOR

ATTEST:

/s/ Judy R. Thompson
CITY CLERK

RESOLUTION NO. 2023-111

RESOLUTION APPROVING THE ADVERTISEMENT AGREEMENT WITH THE WILLMAR HOCKEY BOOSTERS

Motion By: Asmus Second By: O'Brien

BE IT RESOLVED by the City Council of the City of Willmar to approve the advertisement agreement with the Willmar Hockey Boosters.

Dated this 3rd day of July, 2023

/s/ Douglas E. Reese
MAYOR

Attest:

/s/ Judy R. Thompson
CITY CLERK

RESOLUTION NO. 2023-112

RESOLUTION APPROVING THE ADVERTISEMENT AGREEMENT WITH THE 100 YARD FOOTBALL CLUB FOR THE CIVIC CENTER TURF FIELDS

Motion By: Asmus Second By: O'Brien

BE IT RESOLVED by the City Council of the City of Willmar to approve the advertisement agreement with the 100 yard Football Club for advertising rights on the outside fences at the Civic Center Turf Fields.

Dated this 3rd day of July, 2023

/s/ Douglas E. Reese
MAYOR

ATTEST:

/s/ Judy R. Thompson
CITY CLERK

RESOLUTION NO. 2023-113

RESOLUTION APPROVING THE ADVERTISEMENT AGREEMENT WITH THE WILLMAR BOYS BOOSTER CLUB FOR THE CIVIC CENTER TURF FIELDS

Motion By: Asmus Second By: O'Brien

BE IT RESOLVED by the City Council of the City of Willmar to approve the advertisement agreement with the Willmar Boys Soccer Booster Club for advertising rights on the inside fences at the Civic Center Turf Fields.

Dated this 3rd day of July, 2023

/s/ Douglas E. Reese
MAYOR

ATTEST:

/s/ Judy R. Thompson
CITY CLERK

RESOLUTION NO. 2023-114

RESOLUTION APPROVING THE CONCESSION STAND AGREEMENT WITH THE WILLMAR BASEBALL ASSOCIATION

Motion By: Asmus Second By: O'Brien

BE IT RESOLVED by the City Council of the City of Willmar to approve the concession stand agreement with the Willmar Baseball Association.

Dated this 3rd day of July, 2023

/s/ Douglas E. Reese
MAYOR

ATTEST:

/s/ Judy R. Thompson
CITY CLERK

RESOLUTION NO. 2023-115

RESOLUTION APPROVING THE CONCESSION STAND AGREEMENT WITH THE WILLMAR SOFTBALL ASSOCIATION

Motion By: Asmus Second By: O'Brien

BE IT RESOLVED by the City Council of the City of Willmar to approve the concession stand agreement with the Willmar Softball Association.

Dated this 3rd day of July, 2023

/s/ Douglas E. Reese
MAYOR

ATTEST:

/s/ Judy R. Thompson
CITY CLERK

RESOLUTION NO. 2023-116

A RESOLUTION APPROVING FINAL PLANS AND SPECIFICATIONS AND AUTHORIZING PUBLICATION OF THE ADVERTISEMENT FOR BIDS FOR PROJECT NO 2304-B.

Motion By: Fagerlie Second By: O'Brien

WHEREAS the City Engineer of the City of Willmar has presented to the City Council plans and specifications for Project No. 2304-B 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. Bid packages will be publicly opened and read at the City Office Building, 333 Southwest Sixth Street, Willmar, Minnesota.

Dated this 3rd day of July, 2023

/s/ Douglas E. Reese
Mayor

Attest:

/s/ Judy R. Thompson
City Clerk

RESOLUTION NO. 2023-117

A RESOLUTION AWARDING THE 2024 IMPROVEMENT PROJECTS FEASIBILITY REPORT & PRELIMINARY SURVEY PROFESSIONAL SERVICES: 2401-A, 2401-B, AND 2403 TO BOLTON AND MENK, INC. IN THE AMOUNT OF \$213,000.

Motion By: Fagerlie Second By: Nelsen

BE IT RESOLVED by the City Council of the City of Willmar. A Municipal Corporation of the State of Minnesota, that the bid of Bolton and Menk, Inc. of Willmar, MN for the 2024 Improvement Projects Feasibility Report and Preliminary Survey professional services of Project No. 2401-A, 2401-B, and 2403 improvement projects 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 \$213,000.

Dated this 3rd day of July, 2023

/s/ Douglas E. Reese
Mayor

Attest:

/s/ Judy R. Thompson
City Clerk

RESOLUTION NO. 2023-118

**RESOLUTION AUTHORIZING EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT
WITH BOLTON & MENK**

Motion By: Asmus Second By: Davis

BE IT RESOLVED by the City Council of the City of Willmar that the Professional Services Agreement from Bolton & Menk for Willmar Airport Drainage in the amount of \$19,802.00 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 3rd day of July 2023

/s/ Douglas E. Reese
MAYOR

Attest:

/s/ Judy R. Thompson
CITY CLERK

RESOLUTION NO. 2023-119

AUTHORIZATION ACCEPTING MN DNR REGIONAL TRAIL PROGRAM GRANT

Motion By: O'Brien Second By: Asmus

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that city staff be authorized accept the MN DNR Regional Trail Program grant in the amount of \$187,500.

Dated this 3rd day of July 2023.

/s/ Douglas E. Reese
MAYOR

Attest:

/s/ Judy R. Thompson
CITY CLERK

RESOLUTION NO. 2023-120

**RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT
WITH THE INTERNATIONAL CITY/ COUNTY MANAGEMENT ASSOCIATION (ICMA)**

Motion By: Nelsen Second By: Asmus

BE IT RESOLVED by the City Council of the City of Willmar that the proposal from the International City/County Management Association (ICMA) for a video production service in the amount of \$24,300.00.

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

Dated this 3rd day of July 2023

/s/ Douglas E. Reese
MAYOR

Attest:

/s/ Judy R. Thompson
CITY CLERK

RESOLUTION NO. 2023-121

ACKNOWLEDGEMENT OF DONATIONS

Motion By: Fagerlie

Second By: Shuldes

WHEREAS, the City of Willmar has received donations which have been acknowledged by the City Administrator expressing the community’s appreciation for the period of April 1, 2023, thru June 30, 2023.

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

<u>Amount</u>	<u>From</u>	<u>For/Purpose</u>
\$ 250.00	Vinje Lutheran Church	Cinco De Mayo Celebration - Willmar Main St.
\$ 500.00	Hormel	Cinco De Mayo Celebration - Willmar Main St.
\$ 300.00	Planned Parenthood	Cinco De Mayo Celebration - Willmar Main St.
\$ 300.00	Dooley's Petroleum	Community Kids Summer Camp
\$ 200.00	Hormel	Community Kids Summer Camp
\$ 200.00	Insurance Center	Community Kids Summer Camp
\$ 200.00	Marcus Construction	Community Kids Summer Camp
\$ 300.00	Mick Quinn Insurance	Community Kids Summer Camp
\$ 300.00	Walt's	Community Kids Summer Camp
\$ 200.00	Dooley's Petroleum	Dogs with Dad
\$ 5,000.00	100 Yard Club, INC	Football Jerseys & Equipment
\$ 250.00	Fraternal Order of Eagles	Movies in the Park
\$ 500.00	Northern Factory Sales, INC	Movies in the Park
\$ 250.00	Walt's	Movies in the Park
\$ 500.00	Marcus Construction	Movies in the Park
\$ 100.00	Perkins Lumber	Movies in the Park
\$ 2,628.00	WBFBA	Portable Mounds

Dated this 3rd day of July 2023

/s/ Douglas E. Reese
MAYOR

ATTEST:

/s/ Judy R. Thompson
CITY CLERK