

WILLMAR CITY COUNCIL PROCEEDINGS
BY ELECTRONIC MEANS (GOTO MEETING)

July 6, 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 Police Chief Jim Felt, Fire Chief Frank Hanson, Public Works Director Sean Christensen, Park and Recreation Director Rob Baumgarn, Human Resource Director Samantha Beckman, City Clerk Judy Thompson, and City Attorney Robert Scott.

There were no additions to the agenda.

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

City Clerk Judy Thompson reviewed the consent agenda.

- A. City Council Minutes of June 15, 2020
- B. Willmar Municipal Utilities Board Minutes of June 22, 2020
- C. Planning Commission Minutes of June 17, 2020
- D. Accounts Payable Report for June 11 – July 1, 2020
- E. Park and Recreation Board Minutes of June 17, 2020
- F. Building Report for the Month of June, 2020
- G. Main Street Board Minutes of June 23, 2020

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

The Finance Committee Report for June 18, 2020 was presented to the Mayor and Council by Council Member Nelsen. There were six items for consideration.

Item No. 1 Staff explained the 2020 Willmar Main Street Budget was reviewed and approved by the Willmar Main Street Board on February 18, 2020, and the City Council on March 2, 2020. Due to the COVID-19 Pandemic, Rethos/Minnesota Main Street chose to re-allocate anticipated programming grant dollars of \$4,000 directly to our local businesses instead of local main street programs. This grant money was anticipated to be used towards a downtown assessment project with Minnesota Main Street that would coordinate with the City's Comprehensive Plan efforts. The downtown assessment costs \$10,000 and was in our original budget. Willmar Main Street would like to appropriate \$4,000 in Main Street funds remaining from 2019 toward this project to make up for the unanticipated change in grant funding. Further, Blue Cross Blue Shield has offered a \$16,000 donation to erect a monument in downtown Willmar that would help visualize our welcoming promotion for the Artists on Main Street Program. It was noted that Willmar Main Street had \$15,323.70 left over from 2019 and anticipated utilizing these funds towards projects that increase downtown vitality this year. It was the recommendation of the Committee to approve a Resolution to amend the budget for Willmar Main Street to \$69,000 to include the \$16,000 Blue Cross Blue Shield donation and to appropriate additional City Funds of \$4,000.

Resolution No. 2020-085 2020 Willmar Main Street Budget Amendment Total Cost \$69,000 was introduced by Council Member Nelsen. Council Member Asmus seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

Item No. 2 Carris Health Co-CEO Mike Schramm and CFO Andy Rolling explained the Lease and Affiliation Agreement between the City of Willmar and Carris Health stipulates the status of obligations and covenants be reported to the City of Willmar within 180 days of the year-end, or more frequently if requested. Mr. Schramm and Mr. Rolling presented that information to the Committee and explained all Rent Payments and Intergovernmental Transfer Payments are current. All Service Commitments are in compliance as substantially all services remain intact. Rice Home Medical continues to offer its products and services via leadership and direction through CentraCare Health. Capital Investments, since the inception of the Lease, are \$12.7 million with the expected average amount of capital investment to be \$8.0 million by June 3, 2020. Audited Financial Statements for their most recent fiscal year-end of June 30, 2019, have been completed and have been provided to the City of Willmar's Finance Director. Further work and questions are being answered based on conversations with the Finance Director. Based on this information, Carris Health believes it is in compliance with all obligations of the Lease and Affiliation Agreement. This item was received for information only.

Item No. 3 City Administrator Gramentz reported the Barn Theatre had obtained three loans through the Small Cities Development Program on June 12, 2014. One feature of one loan is after seven years, which would be June 21, 2021, the loan would be forgiven if the Theatre still owns the property. The balance of that loan is \$29,462.00. The Theatre has contacted the City of Willmar requesting early forgiveness of that loan to enable the Barn to sell the third floor of their building. Selling off this part of the building would enable them to get through the economic crisis caused by the Covid Pandemic. In order for that to happen, this loan would need to be forgiven about one year early. The two other loans have a remaining balance of \$1,600.00 and \$6,088.82 and could be paid off with the cash flow provided by the early forgiveness of the first loan. The City Attorney is researching which entities are authorized to provide early forgiveness. Staff will report back to the Committee as information is received. This item was received for information only.

Item No. 4 Finance Director Okins reported on the status of the 2020 Street Improvement Projects and the Local Option Sales Tax Bonding noting that local institutions have been contacted. Two of the Local Option Sales Tax projects, Robbins Island and Swansson Field, may potentially be included together for one bond issue. Further information will be provided at the next Finance Committee meeting. This item was received for information only.

Item No. 5 Finance Director Steve Okins and City Administrator Brian Gramentz reported no new information has been received from the State to-date. Chair Nelsen reported concerns expressed by several state organizations that the current special legislative session will not come to a decision on how to distribute the CARES funds before they adjourn. Once again it is hoped more information from the State will be available for the next Finance Committee meeting. This item was received for information only.

Item No. 6 It was also noted no new council requests have been received to-date. Sales Tax Status Reports and 2020 Street Project As-Bid Budgets will be presented at future meetings. This item was received for information only.

The Finance Committee Report of June 18, 2020, was approved and ordered placed on file in the City Clerk's Office upon motion by Council Member Nelsen. Council Member Asmus seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

The Labor Relations Committee Report of June 22, 2020 was presented to the Mayor and Council by Council Member Mueske. There was one item for consideration.

Item No. 1 Staff presented the job description for the Recreation Assistant that was approved back in March but put on hold due to COVID-19. The employee who previously held the position retired at the end of April and the position has been vacant ever since. With the governor opening up more possibilities for recreation programming, this position will be needed as soon as possible. It was the recommendation of the Committee to post and fill the opening.

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.	\$30,200.00
46* Prof. Serv.	\$15,200.00
47 Advertising	\$1,000.00
48 Admin OH (Transfer)	
49 Other Charges \$10,000.00	\$11,000.00
TOTAL	\$58,355.00
GRAND TOTAL	\$69,000.00

FINANCING

Bonds	
State	
City	
City	
Other	
TOTAL	\$0.00
GRAND TOTAL	\$69,000.00

Dated this 6th day of July, 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~~
\$16,000 - BCBS Monument Project

RESOLUTION NO. 2020-086

A RESOLUTION APPOINTING ELECTION JUDGES

Motion By: Asmus Second By: Mueske

BE IT RESOLVED, that the individuals listed below be appointed as Judges to work at the Primary Election in the City of Willmar on Tuesday, August 11, 2020:

WARD ONE

Precinct One:

Pat Morse
Cheryl Retrum

		Carl Shuldes Tina Harried Kent Skoglund Wallis Klause
	Precinct Two:	Ardell Engwall Ramona Berg-Perry Carol Wegner Rita Dragt Samuela Heyer Darlene Estwick Bonnie Ogdahl
	Precinct Three:	Lynn Shuldes Sharon Cruze Harold Kloster George Christensen Judith Hoffer Melissa Maas Anne Polta
WARD TWO	Precinct One:	Mary Louise Wallin Helen Behrends Karen Stern James Buisman Millicent Larsen Paul Borene Wes Stevens
	Precinct Two:	Dan Reigstad James Halverson Patrick Curry Linda Dilly Clara DeRonde Marlene Vossen Marlene Adam
	Precinct Three:	Donna Hillenbrand Duane Bock Les Heitke Mary Lorentzen Karen Kraemer Robert Bliss Jody Loseth
WARD THREE	Precinct One:	Kathryn Halldin John Dahl Susan Schiro G. Richard Huesing Anthony Ogdahl Jan Dahl Shelley Hedlund

Precinct Two: Kerry Johnson
LeAnn Griepentrog
Carol Laumer
Barbara Borene
Cheryl Baron
Carolyn Stevens

Precinct Three: Sally McAdams
Ken Nelson
Susan Smith
Joan Kuhn
Charles Wattnem
Denis Anderson

WARD FOUR

Precinct One: David Rogers
Susan Brauchler
Joan Glaesman
Sandra George
Janice Olson
Jim Olson

Precinct Two: Dennis Krueger
Marsha Butterfield
Mary Huesing
Mary Konieczny
David Baron
Richard Kuhn

Precinct Three: Suzanne Rogers
Benjamin Maas
Marlin Breems
Judy Kloster
Janice Krueger
Sharon Olson

Dated this 6th day of July 2020.

s/s Marv Calvin

MAYOR

ATTEST:

s/s Judy Thompson
CITY CLERK