

WILLMAR CITY COUNCIL PROCEEDINGS
BOARD ROOM
HEALTH AND HUMAN SERVICES BUILDING
WILLMAR, MINNESOTA
& BY ELECTRONIC MEANS (GOTO MEETING)

December 7, 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, Finance Director Steve Okins, Police Chief Jim Felt, Fire Chief Frank Hanson, Planning and Development Services Director Dave Ramstad, Public Works Director Sean Christensen, Human Resource Director Samantha Beckman, Park and Recreation Director Rob Baumgarn, City Planner Sarah Swedburg, City Clerk Judy Thompson, and City Attorney Robert Scott.

There were no additions or deletions from the agenda.

Council Member Mueske 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 Clerk Judy Thompson reviewed the consent agenda.

- A. City Council Minutes of November 16, 2020
- B. Willmar Municipal Utilities Commission Minutes of November 23, 2020
- C. Application for Airport Commission – Arnold Plowman
- D. Accounts Payable Report for November 13 through December 2, 2020
- E. Charter Commission Minutes of December 11, 2019
- F. Building Report for Month of November, 2020
- G. Park and Recreation Board Minutes of October 21, 2020
- H. Willmar Area Convention and Visitors Bureau Minutes of October 20, 2020
- I. Human Rights Commission Minutes of October 20, 2020
- J. Invest in Willmar Board Minutes of October 14, 2020
- K. Main Street Minutes of November 17, 2020

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

At 7:04 p.m. Mayor Calvin opened the Truth in Taxation public hearing. Finance Director Steve Okins stated the City is required by law to conduct a public hearing, as part of the budget process, for truth in taxation. The County Auditor is responsible for mailing statements to each resident indicating the estimate of how much their property tax bill will either increase or decrease, as well as the date and time of the public hearing. He stated the Mayor presented his proposed budget in September in the amount of \$6,085,290. Over the past several meetings, the Finance Committee has reviewed and discussed the proposed 2021 tax levy and the Mayor's proposed 2021 budget. The Finance Committee's final recommendation on November 30, 2020, is to set the 2021 tax levy at \$6,085,290 and adopt the 2021 budget at \$62,275,711. This represents a \$308,469 increase over 2020.

There being no one to speak for or against the proposed levy, Mayor Calvin closed the public hearing at 7:10 p.m. and opened it up for discussion by the Council.

Resolution No. 2020-157 Adopting the 2021 Tax Levy was introduced by Council Member Nelsen. Council Member Fagerlie seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

Resolution No. 2020-158 Adopting the 2021 Budget was introduced by Council Member Nelson. Council Member Fagerlie seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

At 7:15 p.m. Mayor Calvin opened the public hearing for an Ordinance Amending Willmar Ordinance No. 1060, Known as the Willmar Zoning Ordinance, by Requiring Affordable Housing Plans for Certain Projects, Establishing Open Zoning in the Renaissance Zone, and Adding a New Article IV to City Code Chapter 14 Establishing a Heritage Designation Process. Planning and Development Services Director Ramstad presented details of said ordinance and recommended Council approve the proposed ordinance.

There being no one to speak for or against said ordinance, Mayor Calvin closed the public hearing at 7:20 p.m. and opened it up for discussion by the Council. Following discussion, Council Member Alvarado offered a motion to adopt, assign a number and order final publication of **Ordinance No. 1456 An Ordinance Amending Willmar Zoning Ordinance 1060, by Requiring Affordable Housing Plans for Certain Projects, Establishing Open Zoning in the Renaissance Zone, and Adding a New Article IV to City Code Chapter 14 Establishing a Heritage Designation Process.** Council Member Mueske seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Council Member Mueske offered a motion to approve publication of Ordinance No. 1456 Amending Willmar Ordinance 1060, Known as the Willmar Zoning Ordinance by Requiring Affordable Housing Plans for Certain Projects, Establishing Open Zoning in the Renaissance Zone, and Adding a New Article IV to City Code Chapter 14 Establishing a Heritage Designation Process by summary due to the length and cost of publishing entire Ordinance. Council Member Alvarado seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

The Public Works Committee Report for November 18, 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 proposal to install a community painted mural image inspired by PFF at Bill Taunton Stadium. The mural was painted on parachute cloth and would be applied to the surface much like wallpaper, with a life expectancy of two to five years before it will need to be removed. This item was for information only.

Item No. 2 Staff brought forth, for information, the Facility Use Policy and Procedures updates. The updates will be presented at the next Parks and Recreation Board meeting for their recommendation. This item was for information only.

Item No. 3 Staff brought forth, for discussion, an update to the Invest in Willmar Dome project. The Committee discussed the changes to the scope and likelihood of moving forward with the project. This item was for information only.

Mayor Calvin expressed his concern over the process used to bring to Committee and not Full Council for direction.

Following a lengthy discussion, it was noted this item was not brought to Committee for action purposes, but only for discussion purposes.

Item No. 4 Staff brought forth, for information, the potential of 2nd Street SE from Trott Avenue to Olena Avenue as a project for 2021. The Committee discussed the placement of sidewalk on only the west side of the street. This item was for information only.

Item No. 5 It was the recommendation of the Committee to adopt a resolution approving the updated Tobacco-Free Park Policy. The Parks and Recreation Board reviewed the current policy and

recommended updates to include all forms of tobacco usage and devices as well as updating signage at parks and facilities.

Resolution No. 2020-159 Adopting Updated Tobacco Free Park Policy was introduced by Council Member Plowman. Council Member Asmus 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 adopt a resolution approving the Cooperative Construction Agreement with MnDOT for the ADA Improvement projects on TH No. 12 and Civic Center Drive. The State has ADA improvements scheduled on TH No. 12 from 225 feet west of Ferring Street to Lakeland Drive as well as Civic Center Drive from 260 feet west of 23rd Street to 115 feet east of TH No. 71 northbound entrance/exit ramps. City participation is requested for future maintenance of sidewalks and pedestrian ramps at both areas.

Resolution No. 2020-160 Accepting the Cooperative Agreements with the State of Minnesota for the ADA Improvements Project on TH No 12 and Civic Center Drive was introduced by Council Member Plowman. Council Member Alvarado seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

Item No. 7 It was the recommendation of the Committee to adopt a resolution ordering the Improvement Report for the 2021 Street Improvements. As required by State Statute, a report is required for the 2021 Street and Other Improvements. The report will contain the boundaries of the areas of improvements, estimated cost of projects, and indicate the financial burden the City will assume from general fund and borrowing capacity.

Resolution No. 2020-161 Ordering Preparation of Report on Improvements was introduced by Council Member Plowman. Council Member Asmus seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

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

The Finance Committee Report for November 19, 2020 was presented to the Mayor and Council by Council Member Nelsen. There were six items for consideration.

Item No. 1 The Committee discussed the types of Fund Balances and amounts as of December 31, 2019. Nonspendable Fund Balances reflect amounts already spent, but are for the following year. The Restricted Fund Balances are amounts based on constraints imposed externally, such as grants, state statutes, or other governmental regulations. This would include bond/debt service covenants and tax increment agreements. It was requested to see Waste Treatment Fund Balances at a future meeting.

The Committed Fund Balances are governed by internal actions which are formal designations by the City Council. In order to enable use of those balances, formal action would need to be taken by the present Council to change those designations. All Committed Fund Balances except for the Community Investment Fund can be reallocated by a simple majority of the Council. The Community Investment Fund was initially designated via the City Charter and is subject to more stringent requirements. Seven out of eight Council Members are needed to approve the reallocation of any portion of the Community Investment Fund. Further, in order to allocate any of those dollars for any capital project that has been included in the five-year capital improvement program, an explanation of any additional operating costs resulting from those purchases as well as the source of funding for those additional costs must be provided. Currently, the Community Investment Fund is used to fund the City's portion of street projects as needed. If the Community Investment Fund was not unavailable for that purpose, the property tax levy would need to be increased to fund those payments. It was noted the outstanding debt service for the street program at the end of 2019 was \$16.8 million. Generally to date, the City has not needed to levy additional property taxes for payment of street project debt service. Further, the interest earned on the Community Investment Fund has been adequate to make the debt service

payments; however, due to the additional street projects done recently, in 2021 some of the principal of the Community Investment Fund will be needed to pay for the debt service payments. Staff added there are several factors that contribute to the City's bond rating, including the levels of fund balances.

The Working Capital Fund Balance of \$4,000,000 was designated to be available for use for expenses from January through June and then from July through December. There is a funding gap during those six-month intervals because of the semi-annual timeline of receiving the major revenues of Local Government Aid and Property Taxes.

The Subsequent Year Fund Balance is the carryover of net revenues versus expenditures from the previous year that are not committed or restricted. This amount is used to help balance the next year's operating budget. The Self-Insurance Fund Balance is made up of insurance savings through the League of Minnesota Cities Trust which has been built up over the years to help gradually increase our deductibles. The Employees/Retiree Severances Fund Balance is the dollar equivalent of employee sick leave and vacation. There are two Emergency Fund Balances, one for next year and one for the current year, which are established per the City Charter and allows the City to cover up to 10% of the applicable year's operating budget. In 2019 both were reduced from \$1.3 million to \$1 million. The Industrial Development Fund Balance was established at \$1 million to provide temporary funding for capital projects until permanent funding can be obtained. In the past it has also been used, as approved by the Council, to fund capital projects with payback occurring over three to five years. The Capital Improvements Fund Balance holds \$940,969, part of which could be available if not spent in 2020 on Capital Projects such as the auditorium of \$250,000 from 2019 and \$485,000 in 2020. Other miscellaneous fund balances were also discussed.

The 2021 Proposed Budget Narrative was also reviewed. The proposed tax levy was increased three percent (3%) over 2020 which should generate an additional \$308,000. The Local Government Aid was increased three and two tenths percent (3.2%) for an additional \$156,898. However, due to the Covid-19 Pandemic, the State's financial circumstances indicate in all likelihood the LGA will be reduced in 2021. It is hoped the State will indicate soon how they will need to proceed with LGA allotments and other budgeting issues. In recent years, we have expended approximately \$250,000 for outside engineering services. Now that we have an assistant engineer in-house, those costs should be reduced. Due to Covid-19, budgeted amounts for building permits were decreased and interest revenue is anticipated to be 22% less than last year. Rental income will be down since Mid-Minnesota Development has moved out of City Hall. Further, Parks & Rec facilities rentals may continue to decline due to Covid-19.

There are potential revenues that were not included in the Mayor's proposed 2021 budget: Franchise Fees of \$250,000 from Centerpoint Energy, a larger than proposed tax levy increase, and sale of excess land.

The next Finance Committee/Full Council Meeting will be held November 30th to discuss capital expenditures and wrap up any final recommendations. The Truth-In-Taxation Hearing is scheduled during the City Council Meeting on December 7, 2020. The final Tax Levy needs to be filed with Kandiyohi County by December 31, 2020. This matter was taken for information.

This item was for information only.

Item No. 2 Staff reviewed the status of local option sales tax revenues received from inception through August, 2020. Online sales were discussed regarding possible delays that may be occurring in receiving tax revenues from those sales and there may be a catch-up potential for past months. Staff will contact officials at the Minnesota Department of Revenue for further information regarding online sales. This item was for information only.

Item No. 3 Staff reviewed the status of capital improvement expenditures as of October 31, 2020, as well as the General Fund Revenues and Expenditures, the Waste Treatment Revenues and Expenditures, and the Investments and Cash Balances. This item was for information only.

Item No. 4 Staff updated the Committee with the status of the CARES Act Funds, noting the Council approved an additional payment back to Kandiyohi County of \$180,000 earlier this month. Expenditures have exceeded the CARES Act Funds amount received, with the excess primarily due to additional emergency paid sick leave for employees because of self-quarantining. It is projected these excess expenditures could be covered by the Sick Leave Reserves in the Non-Departmental Budget. Final numbers should be available for the Committee by the next Finance Meeting. Questions were raised about other possibilities to fund the shortfall including requesting some of the dollars back from the County. This item was for information only.

Item No. 5 Finance Director Okins noted while he has been out of the office as well as working remotely, there was nothing new to report regarding the Finance Department operations. This item was for information only.

Item No. 6 Future Finance Committee meetings will include discussion on filing fees, Federal Path Local Financing, and possible Carris Health Debt Refinancing. This item was for information only.

The Finance Committee Report of November 19, 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 which carried, on a roll call vote of Ayes 8, Noes 0.

The Finance Committee Report for November 30, 2020 was presented to the Mayor and Council by Council Member Nelsen. There were six items for consideration.

Item No. 1 Staff reported Willmar Main Street has now finalized identification of additional projects for the use of the unused 2019 and 2020 funds. These projects include 24-inch flower pots with water reservoirs to be located at key downtown intersections, updated traffic and pedestrian-oriented signage, and a Downtown Building Inventory Updating Project with the Kandiyohi County Historical Society. Due to the time of year, the flower pots and Kandiyohi County Historical Society projects will be spent yet in 2020 estimated at \$9,800. The remainder of the projects will be carried out in 2021. These funds will be amended to the Main Street Budget for 2021 and approved with future budget approval. Additionally, Blue Cross Blue Shield donated \$11,000 for a mural to be created alongside the Welcoming Resolution Sculpture project. In June, \$16,000 was added to the Main Street Budget for the sculpture project. Lastly, this budget amendment removes event revenue due to the cancellation of the 2020 Touch-a-Truck event. As a result, the 2020 Willmar Main Street Budget is proposed to be amended by appropriating an additional \$20,800.

It was the recommendation of the Committee to amend the 2020 budget for Willmar Main Street by appropriating an additional \$20,800.

Resolution No. 2020-162 Willmar Main Street 2020 Budget Amendment 2 Total Cost \$88,300.00 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. 2 Staff explained in October, 2000, the City of Willmar and Kandiyohi County entered into the initial Law Enforcement Center Agreement which identified the debt service and utility and maintenance costs to be paid by the City to the County for a term of 20 years with an annual payment of \$175,000. The debt on the facility has now been paid off; consequently, no further debt payments are required. Amendment #1 to the initial Agreement is being proposed to cover utility and maintenance expenses as well as future facility project costs, all of which will be established on an annual basis in the future and split between the City and the County. The Administrative Space Committee met on November 23, 2020, and reviewed Amendment #1 and the associated utility and maintenance cost pro-ratio of 45.7% City and 54.3% County. The City Attorney has also reviewed the proposed Amendment #1. The 2021 projected payment to Kandiyohi County is based upon utility and maintenance costs only, and is calculated on a three to four-year average at \$165,435.

It was the recommendation of the Committee to authorize the Mayor and City Administrator to execute Amendment #1 to the Kandiyohi County/City of Willmar Law Enforcement Center Agreement of October 3, 2000, and that Kandiyohi County determines the formula to distribute utility and maintenance expenses of the facility between both parties.

Resolution No. 2020-163 Authorizing First Amendment with Kandiyohi County for the Kandiyohi County/City of Willmar Law Enforcement Center 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. 3 Staff explained the past practice of not charging City projects for permit fees other than the State Surcharge Fees. It is staff's recommendation that all City permit fees be waived for all City Local Option Sales Tax Projects and any associated legal fees be charged to the General Operating Fund under the Legal Department. It was the consensus of the Committee these costs be tracked over the years to enable the possibility of reimbursing the City for these fees should funds be available after the debt service and other costs have been paid off.

It was the recommendation of the Committee to not charge City Local Option Sales Tax Projects for legal costs associated with contract review and only charge for State Surcharge for any building permits and water access charges and sewer access charges.

Council Member Nelsen offered a motion to approve the Committee's recommendation. Council Member Asmus seconded the motion.

Following a lengthy discussion, Council Member Nelsen offered an amendment to the motion to not charge City Local Option Sales Tax Projects for legal costs associated with contract review, water and sewer access charges, and building fees, and only charge for the State Surcharge for any building permits. Council Member Asmus seconded the motion.

Following further discussion, Council Member Nelsen offered a motion to table this item. Council Member Asmus seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

Item No. 4 The 2021 Proposed Budget Narrative was reviewed, specifically the expenditures information noted in the General Fund Departments. Brief discussion included the Assistant City Administrator position and the Finance Department additional position as well as the status of the Auditorium improvements. Civic Promotion Requests Funded include Meals On Wheels for \$18,643, Willmar Fests for \$70,000, and Vision 2040 for \$5,000. It was noted in addition to the entities listed under the Civic Promotion Requests Not Funded, the Kandiyohi County Historical Society request of \$15,000 was also not funded. There was discussion on the Parks & Recreation expenditures, including the Tri-Shaw Bike and the status of the effect of the Covid-19 Pandemic on various Parks and Recreation programs. In an effort to keep Parks and Rec staff working, those employees have been redirected to other departments to assist where they can.

The revenues discussed in the 2021 Budget Narrative were also reviewed. The proposed tax levy was increased three percent (3%) over 2020 which should generate an additional \$308,000. The Local Government Aid was increased three and two-tenths percent (3.2%) for an additional \$156,898. However, due to the Covid-19 Pandemic, the State's financial circumstances indicate in all likelihood the LGA will be reduced in 2021. It is hoped the State will indicate soon how they will need to proceed with LGA allotments and other budgeting issues. In recent years, we have expended approximately \$250,000 for outside engineering services. Now that we have an assistant engineer in-house, those costs should be reduced. Due to Covid-19, budgeted amounts for building permits were decreased and interest revenue is anticipated to be 22% less than last year. Rental income will be down since Mid-Minnesota Development has moved out of City Hall. Further, Parks & Rec facilities rentals may continue to decline due to Covid-19.

There are potential revenues that were not included in the Mayor's proposed 2021 budget: Franchise Fees of \$250,000 from Centerpoint Energy, a larger than proposed tax levy increase, and sale of excess land.

Staff provided a brief overview of the proposed expenditures listed in the Five-Year Capital Improvement Program. The proposed capital expenditures for 2021 include \$998,000 for the General Fund and \$407,000 for the Waste Treatment Fund totaling approximately \$1.4 million.

Staff explained the Truth-In-Taxation Hearing is scheduled during the City Council meeting on December 7, 2020. The final Tax Levy needs to be filed with Kandiyohi County by December 31, 2020. This matter was taken for information.

This matter was for information only.

Item No. 5 Finance Director Okins noted it is a busy time of year for the Finance Department with nothing new to report. This item was for information only.

Item No. 6 Future Finance Committee meetings will include discussion on filing fees, Federal Path Local Financing, and possible Carris Health Debt Refinancing. This item was for information only.

The Finance Committee Report of November 30, 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 for November 23, 2020 was presented to the Mayor and Council by Council Member Mueske. There were five items for consideration.

Item No. 1 Staff presented the proposed part-time pay scale for next year. The biggest update is in response to Minnesota's minimum wage increasing to \$10.08/hour effective January 1, 2021. Although there will be no elections in 2021, the election judge pay scales receive a 50-cent increase to help recruit and retain election judges. Lastly, a building attendant position was added for the employees that work nights/weekends at the Community Center for events. It was the recommendation of the Committee to approve the 2021 Part-Time Employee Pay Scale.

Resolution No. 2020-164 Authorizing Part-Time Employee Pay Scale for 2021 was introduced by Council Member Mueske. Council Member Alvarado seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

Item No. 2 Staff presented the City of Willmar's Personnel Policy with a few standard updates for next year including League suggestions and also some confusing language being clarified. There is also a proposed new Criminal Background Check Policy, vacation time donation option, and an alignment of sick leave cash out amounts. The committee will review all changes and discuss the updates at the next meeting. This item was for information only.

Item No. 3 Staff presented the proposed 2021 City-Wide Base Pay Schedule that reflects a two percent (2%) increase from the 2020 schedule. With one union contract finalized, the City should address the non-union employees pay as well for 2021. The resolution addresses if a non-union employee has a current rate of pay that exceeds the 2021 pay scale maximum (due to 10% increase 1/1/20), their wage will remain the same. It will not be reduced to the 2021 pay scale maximum. It was the recommendation of the Committee to approve the 2021 City-Wide Base Pay Schedule.

Resolution No. 2020-165 Approving Employees' 2021 Base Pay was introduced by Council Member Mueske. Council Member Alvarado seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

Item No. 4 The City must address the health insurance contributions in 2021 for non-union employees. The proposed resolution reflects the same amounts that were approved in the LELS Labor Agreement. It was the recommendation of the Committee to approve the 2021 Non-Union Health Insurance Contributions.

Resolution No. 2020-166 Establishing City Health Insurance Contributions in 2021 for Non-Union City Employees was introduced by Council Member Mueske. Council Member Davis seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

Item No. 5 Staff brought up the consideration of extending unlimited vacation accruals into 2021 since we are still in the midst of a pandemic. Unlimited accrual of vacation time was set to end December 31, 2020 but staff believes it should be extended into 2021 for a few months. This item was for information only.

The Labor Relations Committee Report of November 23, 2020, was approved and ordered placed on file in the City Clerk's Office upon motion by Council Member Mueske. Council Member Alvarado seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

City Clerk Thompson presented a request to approve a resolution designating polling places for elections in 2021. It was noted there was a legislative change in 2017 that by December 31 of each year, each governing body of each municipality and each county with precincts in unorganized territory must designate by ordinance or resolution a polling place for each election precinct. The polling places designated in the ordinance or resolution are the polling places for the following calendar year, unless a change is made.

Resolution No. 2020-167 Approving Designating Polling Places for Elections in 2021 was introduced by Council Member Mueske. Council Member Schwantes seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

City Administrator Gramentz presented a request to adopt an emergency ordinance temporarily exempting temporary signs from the sign ordinance during the COVID-19 emergency. It was noted, the Council adopted an emergency ordinance in April, 2020. This emergency ordinance was extended in June, and it has come to staff's attention that another extension is necessary to continue these provisions. This action will reinstate an emergency ordinance with identical provisions for another 60 days or until the local peacetime emergency ends.

Following discussion, Council Member Mueske offered a motion to adopt, assign a number and order final publication of **Ordinance No. 1457 An Emergency Ordinance Temporarily Exempting Certain Signs From the Permit and Fee Requirements of Section 5.D.2. of the City of Willmar Zoning Ordinance**. Council Member Alvarado seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Mayor Calvin presented a request to support urging the Governor's Broadband Task Force to make recommendations to the State Legislature to increase support for the availability of broadband services in all of Minnesota.

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

Mayor Calvin presented a request to support and adopt the VISION 2040 Commitment to Anti-Racism, Equity, and Inclusion statement by the City Council of the City of Willmar.

Following discussion, Council Member Mueske offered a motion to approve the Mayor's request for the Mayor and full Council support. Council Member Davis seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

Mayor Calvin acknowledged receipt of notice of retirement from City Administrator Gramentz identifying a June 2, 2021 employment end date, and complimented Mr. Gramentz on a job well done.

Council Member Mueske also stated Mr. Gramentz has done a stellar job under terrible conditions.

Mayor Calvin stated there are three positions that will be open as of December 31, 2020 for the Charter Commission, and asked Council to forward any names of interested persons to City Clerk Thompson as soon as possible.

Council Member Alvarado offered the following comments: enjoy the weather this week; today is Pearl Harbor Day; encouraged residents to reach out to friends and family during this time – it is important to stay in contact.

Council Member Asmus offered the following comments: enjoy the lights at Robbins Island.

Council Member Fagerlie offered the following comments: enjoy the lights at Robbins Island and throughout our community.

Mayor Calvin noted there was a list of properties in the Tribune on Saturday that have light displays available.

Council Member Plowman offered the following comments: the lights at Robbins Island are spectacular – go out and enjoy them.

The upcoming Committee meetings will be as follows: Public Works/Safety Committee – Wednesday, December 9th at 5:00 p.m.; Finance Committee – Thursday, December 10th at 5:00 p.m.; Community Development Committee – Monday, December 14th at 5:15 p.m.; and Labor Relations Committee – Monday, December 14th at 6:15 p.m.

Council Member Asmus offered a motion to adjourn the meeting with Council Member Nelsen seconding the motion which carried. The meeting adjourned at 9:29 p.m.

s/s Marv Calvin
MAYOR

Attest:

s/s Judy Thompson
SECRETARY TO THE COUNCIL

RESOLUTION NO. 2020-157

ESTABLISHING PAYABLE 2021 TAX LEVY

Motion By: Nelsen Second By: Fagerlie

BE IT RESOLVED by the City Council of the City of Willmar, Kandiyohi County, Minnesota, that the following sums of money be levied for the current year collectable in 2021, upon the taxable property in said City of Willmar for the following purposes:

General Fund	<u>\$6,085,290</u>
Total	\$6,085,290

BE IT RESOLVED, that there is a sufficient sum of money in the Debt Service Funds of the City, together with the above Debt Service Fund Tax Levy, to pay principal and interest in 2021 on all outstanding bond issues, and the deferred annual tax levies previously certified to the County Auditor are hereby canceled;

The City Clerk is hereby instructed to transmit a certified copy of this Resolution to the County Auditor of Kandiyohi County, Minnesota.

Dated this 7th day of December, 2020

s/s Marv Calvin
MAYOR

Attest:

s/s Judy Thompson
CITY CLERK

RESOLUTION NO. 2020-158
ADOPTING THE BUDGET FOR THE FISCAL YEAR 2021

Motion By: Nelsen Second By: Fagerlie

BE IT RESOLVED by the City Council of the City of Willmar that the Annual Budget for the fiscal year beginning January 1, 2021, which has been submitted by the Mayor and modified and approved by the City Council, is hereby adopted, the totals of the said budget and the Mayor's division thereof being as follows:

EXPENDITURE REQUIREMENTS

General Operating	\$ 17,390,050
Capital Improvements	27,889,699
Special Revenue/Internal	2,485,024
Debt Service	6,218,180
Enterprise (Wastewater)	<u>8,292,758</u>
Total 2021 Budget	\$ 62,275,711

Dated this 7th day of December, 2020

s/s Marv Calvin
Mayor

ATTEST:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 2020-159

RESOLUTION APPROVING THE UPDATED TOBACCO POLICY FOR 2020

Motion By: Plowman

Second By: Asmus

BE IT RESOLVED by the City Council of the City of Willmar to approve the updated tobacco policy for 2020.

Dated this 7th day of December, 2020

s/s Marv Calvin
MAYOR

Attest:

s/s Judy Thompson
CITY CLERK

RESOLUTION NO. 2020-160

A RESOLUTION ACCEPTING THE COOPERATIVE AGREEMENTS WITH THE STATE OF MINNESOTA FOR THE ADA IMPROVEMENTS PROJECT ON TH NO 12 AND CIVIC CENTER DRIVE.

Motion By: Plowman

Second By: Alvarado

IT IS RESOLOVED that the City of Willmar enter into MnDOT Agreement No. 1044953 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for routine maintenance by the City upon, along, and adjacent to multiple trunk highways, including Trunk Highway No. 12 from 225 west of Ferring Street to Lakeland Drive and upon, along, and adjacent to Civic Center Drive Northeast from 260 feet west of 23rd Street Northeast to 115 feet east of the Trunk Highway No. 71 northbound entrance/exit ramps within the corporate City limits under State Project No. 8828-222 (T.H. 12=010).

IT IS FURTHER RESOLVED that the Mayor and City Administrator are authorized to execute the Agreement and any amendments to the Agreement.

Dated this 7th day of December, 2020

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 2020-161

RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENTS

Motion By: Plowman

Second By: Asmus

WHEREAS, it is proposed to construct the following improvements under the 2021 Improvement Projects: Grading, aggregate base, curb and gutter, edge drain, sump pump connections, milling, bituminous pavement, sidewalk, service lines, sanitary sewer, paths, and watermain

And to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Section 429.011 to 429.111 (Laws 1953, Chapter 398, as amended).

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF WILLMAR, MINNESOTA:

That the proposed improvement be referred to the City Engineer for study, and that he is instructed to report to the Council advising the Council in a preliminary way as to whether the proposed improvement is feasible, and as to whether it should be best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Dated this 7th day of December, 2020

s/s Marv Calvin
Mayor

s/s Judy Thompson
City Clerk

RESOLUTION NO. 2020-162
2020 WILLMAR MAIN STREET BUDGET AMENDMENT 2
TOTAL COST \$88,300.00

*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

SUPPLIES

- 20* Office Supplies

RECEIVABLES

- Property Owners
- County
- State
- City
- Other (Grants/Donations*)
- Other (Event Revenue)

TOTAL

~~\$36,500.00~~ **\$46,300.00**

~~\$31,000.00~~ **\$42,000.00**

~~\$1,500.00~~

\$88,300.00

FINANCING

21* Small Tools			Bonds	
22* Motor Fuels & Lubricants			State	
23* Postage		\$145.00	City	
24 Mtce. of Equipment			City	
25 Mtce. of Structures			Other	
26 Mtce. of Other Improvements	\$0	\$2,600.00		
27 Subst. of Persons	\$2,500.00	\$1,000.00	TOTAL	\$0.00
28 Cleaning & Waste Removal				
29* General Supplies			GRAND TOTAL	\$88,300.00
TOTAL	\$2,645.00	\$3,745.00		

Dated this 7th day of December, 2020

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

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

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	\$41,200.00
47 Advertising		\$1,000.00
48 Admin OH (Transfer)		
49 Other Charges	\$11,000.00	\$18,200.00
TOTAL	\$58,355.00	\$76,555.00
GRAND TOTAL		\$88,300.00

*Grants/Donations:
\$10,000 – Artists on Main Street
\$5,000 – WACF Artists on Main Street
\$16,000 – BCBS Sculpture Project
\$11,000 - BCBS Monument Project

RESOLUTION NO. 2020-163

**AUTHORIZING FIRST AMENDMENT WITH KANDIYOHI COUNTY FOR THE
KANDIYOHI COUNTY/CITY OF WILLMAR LAW ENFORCEMENT CENTER**

Motion By: Nelsen

Second By: Asmus

BE IT RESOLVED by the City Council of the City of Willmar to approve an amendment to the agreement with Kandiyohi County dated October 3, 2000 for expenses and future facility project costs at the Kandiyohi County/City of Willmar Law Enforcement Center

Dated this 7th of December, 2020

s/s Marv Calvin
MAYOR

Attest:

s/s Judy Thompson
CITY CLERK

RESOLUTION NO. 2020-164

RESOLUTION AUTHORIZING PART-TIME EMPLOYEE PAY SCALE FOR 2021

Motion By: Mueske Second By: Alvarado

BE IT RESOLVED by the City Council of the City of Willmar to approve the 2021 Part-time Pay Scale for employees.

Dated this 7th day of December, 2020

s/s Marv Calvin
MAYOR

Attest:

s/s Judy Thompson
CITY CLERK

RESOLUTION NO. 2020-165

RESOLUTION APPROVING EMPLOYEES' 2021 BASE PAY

Motion By: Mueske Second By: Alvarado

WHEREAS, the City of Willmar City Council must approve base pay for City of Willmar (City) employees for calendar years in which it has not taken formal action on such items; and

WHEREAS, the City's approval of such will apply to unionized City employees to the extent it is not contrary to the terms and conditions of employment for such employees.

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

1. The City of Willmar 2021 Base Pay Schedule attached hereto and incorporated herein by reference in its entirety is approved

2. The base pay for employees employed on January 1, 2021 in the same position as of December 31, 2020 will be the lesser of the following, effective January 1, 2021: (i) 2% more than their base pay as of December 31, 2020; or (ii) the maximum of the pay range for their position's pay grade.
3. Other components of base pay for nonunion employees only for calendar year 2021 include the following:
 - a. A base pay increase of up to an additional 4% may be given to an employee based upon the employee's years of service and a satisfactory performance review. If such an increase would result in an employee's base pay exceeding the maximum of the pay range for their position's pay grade, the employee will be paid base pay that is the maximum of the pay range for their position's pay grade.
 - b. An additional base pay increase will not be given for a poor performance review. A poor performance review will require the employee and the direct supervisor to develop a performance improvement plan and should be reviewed again with-in six months in order to determine whether a base pay increase should be given.
4. Any employee whose base pay as of January 1, 2021 exceeds the maximum of the pay range for their position's pay grade will continue to be paid such base pay.
5. This resolution supersedes all current or prior policies addressing the subject matters addressed in this resolution.

Dated this 7th day of December, 2020

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 2020-166

RESOLUTION ESTABLISHING CITY HEALTH INSURANCE CONTRIBUTIONS IN 2021 FOR NONUNION CITY EMPLOYEES

Motion By: Mueske Second By: Davis

WHEREAS, the City of Willmar City Council must approve the City of Willmar's (City) contributions to health insurance for nonunion City employees for calendar years in which it has not taken formal action on such items.

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

1. In 2021, the City will pay up to the following amounts monthly for calendar year, respectively, for City employees in a high deductible Health Savings Account (H.S.A.) plan for either the single or family coverage chosen by the employee within the H.S.A. plan offered by the City: \$579.22 for single coverage and \$1,526.26 for family coverage.
2. In 2021, the City will deposit into a City employee's H.S.A. \$250.00 each month for those enrolled in the single plan and \$500.00 each month for those enrolled in the family plan, for the coverage option chosen by the employee within the H.S.A. plan offered by the City, subject to the annual health

savings account contribution limit. If an employee in the H.S.A. plan experiences a hardship during the year, the employee may appeal in writing to the City Administrator for the City's full annual contribution to be deposited into the employee's health savings account.

3. This resolution supersedes all current or prior policies addressing the subject matters addressed in this resolution.

Dated this 7th day of December, 2020

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 2020-167

**RESOLUTION APPROVING DESIGNATING POLLING PLACES FOR
ELECTIONS IN 2021**

Motion By: Mueske Second By: Schwantes

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that the following buildings be designated as the official voting locations for the 2021 Elections:

FIRST WARD:	1 st Precinct	National Guard Armory 614 North Highway 71
	2 nd Precinct	Lakeview Apartment Building 300 North 7th Street
	3 rd Precinct	Word of Faith Family Church 3010 7 th Avenue Northwest
SECOND WARD:	1 st Precinct	St. Mary's Catholic Church 713 Southwest 12th Street
	2 nd Precinct	Vinje Lutheran Church 1101 Willmar Avenue Southwest
	3 rd Precinct	Rock of Life, CRC 1708 Southwest 8th Street
	4 th Precinct	Mail Ballot

THIRD WARD:	1 st Precinct	Refuge Church 1000 6 th Street Southeast
	2 nd Precinct	Highland Apartments 115 East Becker Avenue
	3 rd Precinct	Willmar Education and Arts Center 611 West 5th Street
FOURTH WARD:	1 st Precinct	Refuge Church 1000 6 th Street Southeast
	2 nd Precinct	Calvary Lutheran Church 302 Olena Avenue
	3 rd Precinct	Redeemer Lutheran Church 1401 Southwest 6th Street

Dated this 7th day of December 2020.

s/s Marv Calvin
MAYOR

s/s Judy Thompson
ATTEST: CITY CLERK