

**WILLMAR CITY COUNCIL PROCEEDINGS**  
**COUNCIL CHAMBERS**  
**WILLMAR MUNICIPAL UTILITIES BUILDING**  
**WILLMAR, MINNESOTA**

April 17, 2017  
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 Audrey Nelsen, Ron Christianson, Rick Fagerlie, Kathy Schwantes, Fernando Alvarado, Andrew Plowman, Shawn Mueske and Julie Asmus. Present 9, Absent 0.

Also present were Interim City Administrator Mike McGuire, Community Education and Recreation Director Steve Brisendine, Finance Director Steve Okins, Police Chief Jim Felt, Planning and Development Services Director Bruce Peterson, Public Works Director Sean Christensen, Human Resource Director Bridget Buckingham, City Clerk Judy Thompson, and City Attorney Robert Scott.

Proposed additions and deletions to the agenda included: Council Member Mueske offered to add Accounting Coordinator and Maintenance Coordinator to the agenda. Mayor Calvin offered to pull the Resolution for Splash Pad Component of Rice Park Project from the agenda.

City Clerk Thompson reviewed the consent agenda.

- A. Approve City Council Minutes of April 3, 2017
- B. Approve Willmar Municipal Utilities Board Minutes of April 10, 2017
- C. Approve Application for Exempt Permit – Willmar Firefighters Association
- D. Approve Planning Commission Minutes April 12, 2017
- E. Approve **Resolution No. 17-32 Approving Statutory Municipal Liability Coverage Limits**
- F. Approve Accounts Payable Report through April 12, 2017
- G. ~~Accept Citizens Cable Advisory Committee Minutes of March 30, 2017~~
- H. Accept Police Department March 2017 Service Statistics
- I. Accept Fire Department March 2017 Service Statistics
- J. Accept Monthly Building Inspection Report for March 2017

Council Member Mueske offered a motion to approve the Consent Agenda. Council Member Fagerlie requested to pull Item G from the consent agenda for discussion. Council Member Nelsen seconded the motion to approve the consent agenda with the removal of Item G, which carried on a roll call vote of Ayes 8, Noes 0.

Council Member Fagerlie asked for an update in regard to the Windstream franchise leaving the City. Following an update from Council Member Alvarado, Council Member Fagerlie offered a motion to approve Item G. Council Member Mueske seconded the motion which carried on a roll call vote of Ayes 8, Noes 0.

Public Works Director Sean Christensen recognized the retirement of Ralph Nelson, Public Works Operator with over 30 years employment with the City. Mr. Nelson spoke and thanked the Mayor and Council for the opportunity to work for the City. Mayor Calvin thanked Mr. Nelson for his many years of service and presented him with a gift of appreciation.

No one was present to speak during the Open Forum.

Planning and Development Services Director Bruce Peterson provided the Council with a status update on the WYE project and was seeking direction for final municipal action to participate in the project. Following discussion, Council Member Mueske offered a motion directing staff to negotiate metrics of railroad usage of the new connection line into the Willmar Wye Project. Council Member Plowman seconded the motion which carried. It was noted that Public Works Director Sean Christensen would update the Council on May 1, 2017.

Human Resource Director Bridget Buckingham presented the recommended 2017 Six-Month Performance Evaluation and Salary Increase for the City Clerk. Council Member Mueske offered a motion to approve staff's recommendation. Council Member Asmus seconded the motion, which carried.

Planning and Development Services Director Bruce Peterson presented the updated Willmar Municipal Airport Minimum Standards for Aeronautical Activity and was recommending Council's approval. Following discussion, **Resolution No. 17-33 Adoption of Willmar Municipal Airport Minimum Standards for Aeronautical Activity** was introduced by Council Member Fagerlie, seconded by Council Member Plowman, and approved on a roll call vote of Ayes 8, Noes 0.

Planning and Development Services Director Bruce Peterson presented a proposed street vacation for Woodland Avenue Northwest and a portion of Park Avenue Northwest, and was recommending the Council set a public hearing for May 1, 2017 at 7:01 p.m. The proposed street vacation was approved by the Planning Commission. Following discussion, **Resolution No. 17-34 Setting a Public Hearing to Consider a City Initiation to Vacate a Street Right-of-Way of Woodland Avenue Northwest and Part of Park Avenue Northwest** was introduced by Council Member Fagerlie, seconded by Council Member Plowman, and approved on a roll call vote of Ayes 8, Noes 0.

Community Education and Recreation Director Steve Brisendine presented information regarding the restroom remodel project at the civic center. **Resolution No. 17-35 Awarding the Contracts for the Civic Center Restroom Remodel Project in the Total Amount of \$82,622.00** was introduced by Council Member Christianson, seconded by Council Member Nelsen, and approved on a roll call vote of Ayes 8, Noes 0.

Community Education and Recreation Director Steve Brisendine requested Council's approval to purchase tables and chairs for the civic center. **Resolution No. 17-36 Reappropriating Funds From the 2017 CIP Budget to the Civic Center Operating Budget for Table/Chair Replacements in the Total Amount of \$9,800.00** was introduced by Council Member Fagerlie, seconded by Council Member Christianson, and approved on a roll call vote of Ayes 8, Noes 0.

City Attorney Robert Scott presented an amendment to the agreement with Interim City Administrator Mike McGuire. Council Member Christianson offered a motion to approve the amended agreement as presented. Council Member Nelsen seconded the motion which carried.

Human Resources Director Bridget Buckingham presented the job title change from Accounting Supervisor to Accounting Coordinator and requested the position be placed as an independent with her own employee agreement, as requested by Council. Ms. Buckingham was asked to present the Employee Agreement at the May 1, 2017 Council Meeting. Council Member Plowman offered a motion to approve the proposed changes as presented. Council Member Mueske seconded the motion which carried.

Human Resources Director Bridget Buckingham presented the new position and job title change from Building Maintenance Supervisor to Building Maintenance Coordinator as requested by Council. Ms. Buckingham was asked to bring the revised job description, along with the proposed compensation information back to the May 1, 2017 Council Meeting. Council Member Christianson offered a motion to approve the proposed Building Maintenance Coordinator position. Council Member Nelsen seconded the motion which carried.

Community Education and Recreation Director Steve Brisendine introduced the 2017 Spring/Summer catalog of offerings through the Community Education and Recreation Department, and stated it is available on-line and is in the mail to all residents of Willmar and the Willmar School District.

Council Member Nelsen offered a motion to adjourn the meeting with Council Member Mueske seconding the motion, which carried. The meeting adjourned at 8:12 p.m.

Attest:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
SECRETARY TO THE COUNCIL

**RESOLUTION NO. 17-32**

**A RESOLUTION APPROVING STATUTORY MUNICIPAL LIABILITY COVERAGE LIMITS**

Motion By: Mueske

Second By: Nelsen

WHEREAS, cities obtaining liability coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the statutory tort liability limits to the extent of coverage purchased; and

WHEREAS, the City Council has reviewed the various options for monetary limits on municipal tort liability; and

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the City does not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.

Dated this 17<sup>th</sup> day of April, 2017.

s/s Marv Calvin  
MAYOR

Attest:

s/s Judy Thompson  
CITY CLERK

**RESOLUTION NO. 17-33**

**ADOPTION OF WILLMAR MUNICIPAL AIRPORT  
MINIMUM STANDARDS FOR AERONAUTICAL ACTIVITY**

Motion By: Fagerlie

Second By: Plowman

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota that it hereby adopts the amended Willmar Municipal Airport Minimum Standards for Aeronautical Activity as drafted the Willmar Airport Commission.

Dated this 17<sup>th</sup> day of April, 2017.

s/s Marv Calvin  
MAYOR

Attest:

s/s Judy Thompson  
CITY CLERK

**RESOLUTION NO. 17-34**

**RESOLUTION SETTING A PUBLIC HEARING TO CONSIDER A  
CITY INITIATION TO VACATE A STREET RIGHT-OF-WAY  
OF WOODLAND AVE. NW AND PARK AVE. NW**

Motion By: Fagerlie Second By: Plowman

BE IT RESOLVED by the City Council of the City of Willmar that the Council conduct a public hearing at 7:01 p.m. on Monday, May 1, 2017, in the Council Chambers at the Municipal Utilities Commission Building, 700 Litchfield Ave. SW, Willmar, MN.

BE IT FURTHER RESOLVED that the purpose of the hearing will be to consider a street vacation initiated by City of Willmar described as follows:  
Vacate all of WOODLAND AVENUE NW, as delineated and dedicated on the plat of PARSON'S SUBDIVISION, according to the recorded plat thereof, Kandiyohi County, Minnesota. ALSO reserving to the City of Willmar a utility easement over, under and across all of the vacated WOODLAND AVENUE NW.

**AND**

Vacate all that part of PARK AVENUE, as delineated and dedicated on the plat of THORPE AND LIENS ADDITION, according to the recorded plat thereof, Kandiyohi County, Minnesota, lying north of the south line of Block 2, and its easterly extension, as delineated and dedicated on the plat of PARSON'S SUBDIVISION, according to the recorded plat thereof, Kandiyohi County, Minnesota and lying westerly of the vacated portion of said Park Avenue as described in Document Number 82913 on file in the office of the County Recorder, Kandiyohi County, Minnesota.

BE IT FURTHER RESOLVED that any person having an interest in said matter is invited to appear in person or be represented by counsel to be heard on this matter.

Date this 17th day of April, 2017.

s/s Marv Calvin  
MAYOR

Attest:

s/s Judy Thompson  
CITY CLERK

**RESOLUTION NO. 17-35**

**A RESOLUTION AWARDING THE CONTRACTS FOR THE CIVIC CENTER RESTROOM REMODEL PROJECT  
IN THE TOTAL AMOUNT OF \$82,622.00.**

Motion By: Christianson Second By: Nelsen

BE IT RESOLVED the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the bids of M&M Construction and B&K Plumbing for the Civic Center Restroom Remodel Project is accepted, and 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 contracts in the amount of \$59,292.00 for B&K Plumbing and \$23,330.00 for M&M Construction.

Dated this 17th day of April, 2017.

s/s Marv Calvin  
Mayor

Attest:

s/s Judy Thompson  
City Clerk

**RESOLUTION NO. 17-36**

**A RESOLUTION REAPPROPRIATING FUNDS FROM THE 2017 CIP BUDGET TO THE CIVIC CENTER OPERATING BUDGET FOR TABLE/CHAIR REPLACEMENTS IN THE TOTAL AMOUNT OF \$9,800.00.**

Motion By: Fagerlie

Second By: Christianson

BE IT RESOLVED by the City Council of the City of Willmar to authorize the City Administrator to enter into an agreement on behalf of the City and the Finance Director to amend the Capital Improvement Fund Budget as follows:

Decrease:	2017 CIP Budget Civic Center Restroom Retrofit	\$9,800.00
Increase:	2017 Civic Center Operating Budget: Table/Chair Replacements	\$9,800.00

Dated this 17th day of April, 2017.

s/s Marv Calvin  
MAYOR

Attest:

s/s Judy Thompson  
CITY CLERK