

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

May 15, 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, Planning and Development Services Director Bruce Peterson, Police Captain Michael Anderson, 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: Mayor Calvin proposed adding a Change Order for the Destination Playground. Interim City Administrator Mike McGuire proposed, from the Council Work Session, to add language acceptance in regard to the Master Cooperative Agreement for the Wye Project. Council Member Fagerlie moved to approve the agenda as proposed. Council Member Nelsen seconded the motion, which carried.

Public Works Director Sean Christensen presented details of the proposed Change Order for the Destination Playground which involves increasing the thickness of the surface material in certain areas of the playground for safety reasons. **Resolution No. 17-45 Add to Existing Contract Destination Playground Surface America Contract in the Amount of \$1,574.00** was introduced by Council Member Nelsen. Council Member Schwantes seconded the motion which carried on a roll call vote of Ayes 8, Noes 0.

Planning and Development Services Director Bruce Peterson gave a brief update on the Wye Project and the status of the Master Cooperative Agreement. Mr. Peterson was requesting Council action to accept the proposed language. Council Member Nelsen offered a motion to approve the proposed language as presented by staff. Council Member Mueske seconded the motion, which carried.

City Clerk Judy Thompson reviewed the consent agenda.

- A. City Council Minutes of May 1, 2017
- B. Willmar Municipal Utilities Board Minutes of May 8, 2017
- C. Planning Commission Minutes of May 10, 2017
- D. Application for Exempt Permit – Pheasants Forever, Inc.
- E. Liquor License for 1000 Degrees Neapolitan Pizzeria
- F. ~~Memorandum of Agreement for the Supervisor Group~~
- G. ~~Updated Employment Policies, Practices and Procedures Document~~
- H. ~~Building Maintenance Coordinator Position and Job Description~~
- I. ~~Memorandum of Record for 2017 Non-Represented Employees~~
- J. ~~Resolution Approving Plans and Specs for Airport East Taxi Lane~~
- K. **Resolution No. 17-46 1701-B As-Bid Budget Estimated Total Cost \$1,464,679.00; Resolution No. 17-47 1703-A As-Bid Budget Total Cost \$945,558.00; Resolution No. 17-48 1801-A Preliminary Budget Estimated Total Cost \$285,159; and Resolution No. 17-49 1904 Preliminary Budget Estimated Total Cost \$444,227**
- L. Central Community Transit Operation Board Minutes of March 28, 2017
- M. Willmar Community Center Board Minutes of April 14, 2017
- N. CER Joint Powers Board Minutes of April 28, 2017
- O. Building Report for the Month of April, 2017
- P. Fire Department Statistics Report for the Month of April, 2017

- Q. Accounts Payable Report through May 10, 2017
- R. Financial Reports

Council Member Fagerlie offered a motion to approve the Consent Agenda. Council Member Plowman asked that Item J. be removed for discussion. Council Member Nelsen asked that Items G. H. and I. be removed and brought back to a work session for review. Mayor Calvin asked that Item F. be removed for discussion. Council Member Christianson seconded the motion to approve the consent agenda with the removal of Items J. G. H. I. and F., which carried on a roll call vote of Ayes 8, Noes 0.

Council Member Plowman requested Eric Rudningen, Airport Operations Supervisor, address issues involved in the improvements being proposed for the airport east taxi lane. Following discussion, **Resolution No. 17-50 Approving Final Plans and Specifications and Ordering Advertisement for Bids Airport East Taxi Lane Reclamation Project** was introduced by Council Member Plowman. Council Member Fagerlie seconded the motion to approve Item J. which carried on a roll call vote of Ayes 8, Noes 0.

Council Member Nelsen asked that Items G. H. and I. be brought back to a work session for additional information and further discussion. Due to the lack of a motion, no action was taken.

Mayor Calvin asked Human Resource Director Bridget Buckingham for clarification on Item F. Council Member Nelsen asked that this be brought back to the next meeting, along with the other items that were removed from the Consent Agenda. Due to the lack of a motion, no action was taken.

No one was present to speak during the Open Forum.

Planning and Development Services Director Bruce Peterson presented information in regard to the GM Development Project and stated the final step in the sale of property is to conduct a public hearing to recognize the land write-down as a business subsidy. Following discussion, Council Member Plowman offered a motion to set the public hearing for June 5, 2017 at 7:02 p.m. Council Member Mueske seconded the motion, which carried.

Planning and Development Services Director Bruce Peterson presented information in regard to a purchase agreement with ISCO on behalf of Buhler-Versatile for the purchase of land legally described as Lot 2, Block 4, Willmar Industrial Park Third Addition. Following discussion, **Resolution No. 17-51 Purchase Agreement with ISCO, Inc. in the Amount of \$322,807.50 Subject to the Industrial Land Write-Down Policy** was introduced by Council Member Plowman. Following discussion, Council Member Asmus seconded the motion which carried on a roll call vote of Ayes 8, Noes 0.

Planning and Development Services Director Bruce Peterson recommended the Council approve the introduction of the ordinance authorizing the sale of real property to ISCO, Inc., and set a public hearing for June 5, 2017 at 7:03 p.m. Council Member Nelsen moved to approve staff's recommendation. Council Member Alvarado seconded the motion, which carried.

Planning and Development Services Director Bruce Peterson recommended the Council set a public hearing for June 5, 2017 at 7:04 p.m. granting the proposed business subsidy/land write-down agreement between the City of Willmar and Buhler Versatile, Inc. Council Member Nelsen moved to approve staff's recommendation. Council Member Alvarado seconded the motion, which carried.

Council Member Christianson inquired about the current land write-down policy. Council Member Nelsen asked Planning and Development Services Director Bruce Peterson to obtain policies from other communities of similar size to Willmar. Mr. Peterson offered to bring our current land write-down policy to a future work session for discussion and review.

Planning and Development Services Director Bruce Peterson recommended the Council approve the introduction of the ordinance to rezone property from AG (Agricultural) to GB (General Business), and set a public hearing for June 5, 2017 at 7:05 p.m. Mr. Peterson stated this rezone is being requested by FRE Holdings,

LLC of Cold Spring, Minnesota for development of a new Schwieters Chevrolet car dealership. Council Member Mueske offered a motion to approve staff's recommendation. Council Member Fagerlie seconded the motion, which carried.

Public Works Director Sean Christianson presented a request to accept an additional \$99,000 from the Willmar Area Community Foundation Friends of Robbins Island Park Fund to support the construction of the Destination Playground. This is the third donation received, thus far. **Resolution No. 17-52 Accepting Donation from Willmar Area Community Foundation for Robbins Island Destination Playground Project in the Amount of \$99,000** was introduced by Council Member Nelsen. Council Member Alvarado seconded the motion which carried on a roll call vote of Ayes 8, Noes 0.

Mayor Calvin made the following announcements: the Willmar Lakes Area has been selected to host the 2018 Minnesota Governor's Fishing Opener on Green Lake, Spicer, Minnesota and thanked the Convention and Visitors Bureau for their hard work involved in making this happen. Willmar Chamber Executive Director Ken Warner recently received the Executive of the Year Award by the Regional Chamber Organization. Minnesota 1st Citizens Assemblies, a Hamline University Project, has selected Willmar to be the second site in Minnesota, after Red Wing, to receive a \$500,000 grant. The Destination Playground build will be starting May 16th at 8:00 a.m. continuing until May 25th, and urged citizens to stop out and volunteer if they have time.

Council Member Nelsen thanked everyone who has volunteered to work on the Destination Playground Project.

Mayor Calvin acknowledged this is the last meeting for Interim City Administrator Michael McGuire and thanked him for all his work he has done for Willmar, the City Council, and staff.

Interim City Administrator Michael McGuire thanked the Mayor and Council for the opportunity to serve the City of Willmar and credited Council and staff for the direction the City is going. Mr. McGuire stated Willmar has a very dedicated and talented staff.

Council Member Nelsen offered a motion to adjourn the meeting with Council Member Alvarado seconding the motion, which carried. The meeting adjourned at 7:50 p.m.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

RESOLUTION NO. 17-45

**ADD TO EXISTING CONTRACT
DESTINATION PLAYGROUND SURFACE AMERICA CONTRACT**

Motion By: Nelsen

Second By: Schwantes

WHEREAS, a contract has been awarded to Surface America of Williamsville, New York, on April 27, 2017, in the amount of \$181,000.00 for surfacing services and materials for the Willmar Destination Playground; and

WHEREAS, it is desired to add to the above contract due to the increase in thickness in 1,659 square

feet of the play area to 4 inches thick total instead of 3 ½ inches for recommended safety reasons.

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

1. Additional work is herewith authorized to be added to the above contract in the amount of \$1,574.00 and identified as Change Order No. 1.
2. Funding for the additional work is from the project budget.

Dated this 15th day of May, 2017.

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 17-46
1701-B AS-BID BUDGET
ESTIMATED TOTAL COST \$1,464,679.00

*Budget Amounts are Essential

Motion By: Fagerlie

Second By: Christianson

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
21* Small Tools
22* Motor Fuels & Lubricants
23* Postage
24 Mtce. of Equipment
25 Mtce. of Structures
26 Mtce. of Other Improvements
27 Subsistence of Persons
28 Cleaning & Waste Removal
29* General Supplies
TOTAL **\$0.00**

RECEIVABLES

Assessments Prop Owners \$343,360.00
Community Investment \$476,640.00
General \$600,000.00
State Aid \$0.00
WTP \$0.00
MUC \$44,679.00
Kandiyohi County \$0.00
TOTAL **\$1,464,679.00**

FINANCING

General \$600,000.00
Bonds \$820,000.00
State Aid \$0.00
WTP \$0.00
MUC \$44,679.00
Kandiyohi County \$0.00
TOTAL **\$1,464,679.00**

GRAND TOTAL **\$1,464,679.00**

Dated this 15th day of May, 2017

OTHER SERVICES

33* Travel-Conf.-Schools	
34 Mtce. of Equipment	
35 Mtce. of Structures	
36* Mtce. of Other Impr.	\$1,149,310.00
37 Subsistence of Persons	
38 Cleaning & Waste Removal	
39* Other Services	\$114,931.00
TOTAL	\$1,264,241.00

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

OTHER CHARGES

46* Prof. Serv.	\$183,569.00
49 Other Charges	\$16,869.00
TOTAL	\$200,438.00
GRAND TOTAL	\$1,464,679.00

RESOLUTION NO. 17-47

1703-A AS-BID BUDGET

TOTAL COST \$945,558.00

*Budget Amounts are Essential

Motion By: Fagerlie

Second By: Christianson

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

RECEIVABLES

Assessments Prop Owners	\$333,777.00
Community Investment	-\$53,777.00
General	\$0.00
State Aid	\$551,450.00
WTP	\$0.00
MUC	\$14,108.00
Kandiyohi County	\$100,000.00
TOTAL	\$945,558.00

SUPPLIES

20* Office Supplies	
21* Small Tools	
22* Motor Fuels & Lubricants	
23* Postage	
24 Mtce. of Equipment	
25 Mtce. of Structures	
26 Mtce. of Other Improvements	
27 Subsistence of Persons	
28 Cleaning & Waste Removal	
29* General Supplies	
TOTAL	\$0.00

FINANCING

General	\$0.00
Bonds	\$280,000.00
State Aid	\$551,450.00
WTP	\$0.00
MUC	\$14,108.00
Kandiyohi County	\$100,000.00
TOTAL	\$945,558.00

GRAND TOTAL \$945,558.00

Dated this 15th day of May, 2017

OTHER SERVICES

33* Travel-Conf.-Schools	
34 Mtce. of Equipment	
35 Mtce. of Structures	
36* Mtce. of Other Impr.	\$707,881.00
37 Subsistence of Persons	
38 Cleaning & Waste Removal	
39* Other Services	\$70,788.00
TOTAL	\$778,669.00

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

OTHER CHARGES

46* Prof. Serv.	\$165,256.00
49 Other Charges	\$1,633.00
TOTAL	\$166,889.00

GRAND TOTAL \$945,558.00

**RESOLUTION NO. 17-48
1801-A PRELIMINARY BUDGET
ESTIMATED TOTAL COST \$285,159**

*Budget Amounts are Essential

Motion By: Fagerlie

Second By: Christianson

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

RECEIVABLES

Assessments Prop Owners
Community Investment
General
State Aid
WTP
MUC
Kandiyohi County
TOTAL

SUPPLIES

20* Office Supplies	
21* Small Tools	
22* Motor Fuels & Lubricants	
23* Postage	
24 Mtce. of Equipment	
25 Mtce. of Structures	
26 Mtce. of Other Improvements	
27 Subsistence of Persons	
28 Cleaning & Waste Removal	
29* General Supplies	
TOTAL	\$0.00

FINANCING

General
Bonds
State Aid
WTP
MUC
Kandiyohi County
TOTAL

GRAND TOTAL

Dated this 15th day of May, 2017

OTHER SERVICES

33* Travel-Conf.-Schools	
34 Mtce. of Equipment	
35 Mtce. of Structures	
36* Mtce. of Other Impr.	\$221,401.00
37 Subsistence of Persons	
38 Cleaning & Waste Removal	
39* Other Services	\$22,140.00
TOTAL	\$243,541.00

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

OTHER CHARGES

46* Prof. Serv.	\$41,618.00
TOTAL	\$41,618.00

GRAND TOTAL **\$285,159.00**

RESOLUTION NO. 17-49
1904 PRELIMINARY BUDGET
ESTIMATED TOTAL COST \$444,227

*Budget Amounts are Essential

Motion By: Fagerlie

Second By: Christianson

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

RECEIVABLES

Assessments Prop Owners	\$0.00
Community Investment	\$234,227.00
General	\$0.00
Federal Aid	\$210,000.00
WTP	\$0.00
MUC	\$0.00
Kandiyohi County	\$0.00
TOTAL	\$444,227.00

SUPPLIES

20* Office Supplies	
21* Small Tools	
22* Motor Fuels & Lubricants	
23* Postage	
24 Mtce. of Equipment	
25 Mtce. of Structures	
26 Mtce. of Other Improvements	
27 Subsistence of Persons	
28 Cleaning & Waste Removal	
29* General Supplies	
TOTAL	\$0.00

FINANCING

General	\$0.00
Bonds	\$234,227.00
Federal Aid	\$210,000.00
WTP	\$0.00
MUC	\$0.00
Kandiyohi County	\$0.00
TOTAL	\$444,227.00

GRAND TOTAL **\$444,227.00**

Dated this 15th day of May, 2017

OTHER SERVICES

33* Travel-Conf.-Schools	
34 Mtce. of Equipment	
35 Mtce. of Structures	
36* Mtce. of Other Impr.	\$330,683.00
37 Subsistence of Persons	
38 Cleaning & Waste Removal	
39* Other Services	\$33,068.00
TOTAL	\$363,751.00

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

OTHER CHARGES

46* Prof. Serv.	\$80,476.00
49 Other Charges	\$0.00
TOTAL	\$80,476.00
GRAND TOTAL	\$444,227.00

Engineering fees to come out of PIR until Federal Funds are received

**RESOLUTION NO. 17-50
A RESOLUTION APPROVING FINAL PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT
FOR BIDS
AIRPORT EAST TAXILANE RECLAMATION PROJECT**

Motion by: Plowman Seconded by: Fagerlie

WHEREAS the airport consultant Bolton and Menk for the City of Willmar has presented to the City Council plans and specifications for the taxilane reclamation project for the City of Willmar;

NOW THEREFORE BE IT RESOLVED BY THE City Council of Willmar:

Final plans and specifications are hereby approved. An advertisement for bids shall be published and shall indicate that bids will be received on June 14, 2017.

Dated this 15th day of May, 2017.

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 17-51

PURCHASE AGREEMENT WITH ISCO, INC.

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 a Purchase Agreement with ISCO, Inc. for the sale of Lot 4, Block 2, Willmar Industrial Park Third Addition in the amount of \$322,807.50 subject to the Industrial Land Write-Down Policy.

Dated this 15th day of May, 2017.

s/s Marv Calvin
MAYOR

s/s Judy Thompson
CITY CLERK

**CITY OF WILLMAR
RESOLUTION NO. 17-52**

**A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLMAR, MINNESOTA
ACCEPTING DONATION FROM WILLMAR AREA COMMUNITY FOUNDATION FOR ROBBINS ISLAND
DESTINATION PLAYGROUND PROJECT**

Motion By: Nelsen

Second By: Alvarado

WHEREAS, the City of Willmar (“City”) owns Robbins Island Park and Recreation Area, a 55 acre parcel of real property owned, maintained and operated for public recreational use by the City located on Business Highway 71 North in the City of Willmar, Minnesota (Kandiyohi County Parcel I.D. No. 95-911-0920) (“Robbins Island”); and

WHEREAS, CommunityGiving, a Minnesota nonprofit corporation, doing business as the Willmar Area Community Foundation (“WACF”), is administering the Friends of Robbins Island Park Fund, a fund comprised solely of private donations solicited by community volunteers dedicated to facilitating the construction of a Destination Playground on approximately 19,000 square feet at Robbins Island, as depicted on the site plan attached to Willmar City Council Resolution No. 17-07, dated February 6, 2017 as Exhibit A (the “playground project”); and

WHEREAS, WACF proposes to donate funds from its Friends of Robbins Island Park Fund to cover 100 percent of the City’s cost to purchase all equipment, materials, supplies and services necessary to construct the playground project, and made an initial donation totaling \$200,000.00 for such purposes, which donation was duly accepted by the Willmar City Council by Resolution No. 17-07, dated February 6, 2017 and a second donation of \$99,000 by Resolution No. 17-24 dated March 20, 2017; and

WHEREAS, Minnesota Statutes, Section 465.03 provides that the City may accept such donations for the benefit of its citizens in accordance with the terms prescribed by the donor, and that acceptance of such grant is subject to a resolution of the City Council adopted by a two-thirds majority of its members, expressing the terms of the grant in full; and

WHEREAS, the City remains supportive of the playground project and WACF’s proposal to donate the funds required to construct the playground project to the City and is agreeable to the conditions placed upon the donation as stated herein.

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

1. The City hereby accepts the donation from WACF totaling \$99,000.00 and all in support of the playground project, and all subject to the conditions applicable to WACF’s first donation as stated in Willmar City Council Resolution No. 17-07, dated February 6, 2017, which conditions are incorporated herein by reference.

Adopted by the City Council of the City of Willmar on May 15, 2017.

Approved:

s/s Marv Calvin

Mayor

Attested:

s/s Judy Thompson

City Clerk