

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

July 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, Kathy Schwantes, Fernando Alvarado, Julie Asmus, Shawn Mueske, Andrew Plowman, and Rick Fagerlie. Present 9, Absent 0.

Also present were City Administrator Ike Holland, Community Education and Recreation Director Steve Brisendine, Finance Director Steve Okins, Planning and Development Services Director Bruce Peterson, Police Chief Jim Felt, 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: City Administrator Ike Holland requested the addition of updated job descriptions for the Building Official, Police Department Administrative Assistant, and updated job description and position title for the Public Works Clerk Secretary be added to the agenda, along with a request for compensation from former Interim City Administrator Michael McGuire. These items were brought forward from the Work Session held prior to this meeting. Council Member Christianson moved to approve the agenda as proposed. Council Member Fagerlie seconded the motion which carried on a roll call of Ayes 8, Noes 0.

Council Member Christianson offered a motion to approve the updated job description for the Building Official as presented at Work Session. Council Member Nelsen seconded the motion, which carried.

Council Member Christianson offered a motion to approve the updated job description for the Police Department Administrative Assistant as presented at Work Session. Council Member Asmus seconded the motion, which carried.

Council Member Nelsen offered a motion to approve the updated job description for the Public Works Clerk Secretary, and change the position title to Engineering Administrative Assistant as presented at Work Session. Council Member Christianson seconded the motion, which carried.

City Administrator Ike Holland offered a recommendation to approve compensation for the additional 44 hours former Interim City Administrator Michael McGuire worked beyond his contract, as requested by Mr. McGuire. Council Member Nelsen offered a motion to approve staff's request. Council Member Mueske seconded the motion, which carried.

City Clerk Judy Thompson reviewed the consent agenda.

- A. City Council Minutes of July 3, 2017
- B. Willmar Municipal Utilities Board Minutes of July 10, 2017
- C. Planning Commission Minutes of July 12, 2017
- D. **Resolution No. 17-79 Approve School Resource Officer Agreement**
- E. **Resolution No. 17-80 Project No. 1701-B As-Bid Budget; Resolution No. 17-81 Project No. 1703-A As-Bid Budget; and Resolution No. 17-82 Project No. 1703-B As-Bid Budget**
- F. Consideration of Nominations to the City Charter Commission
- G. Fire Department Monthly Statistics for May and June, 2017
- H. Building Report for Month of June, 2017
- I. Accounts Payable Report through July 12, 2017
- J. Financial Reports

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

A member of the Neighborhood Theatre Company from New York City spoke during the Open Forum explaining they are doing a Neighborhood Theatre Project about Willmar. They will be in Willmar for the upcoming week conducting interviews, using conversations and stories to create an original documentary. They will be returning to New York City to produce the project and return to Willmar to further produce and create the story of Willmar, and urged anyone interested in speaking to them to do so.

David Little, 2201 21st Street Southwest, also spoke during the Open Forum. Mr. Little asked fellow Americans and the City Council to contact members of Congress and other leaders urging them to enact legislation that will allow millions of law-abiding, family-oriented and tax paying individuals to come out of the shadows and to live and work legally in the United States of America.

City Attorney Robert Scott was recommending the Council approve the introduction of the ordinance amending Willmar Ordinance No. 463, as amended by Ordinance No. 483 and Ordinance No. 1397, Establishing Urban and Rural Service Districts in the City of Willmar, and set a public hearing for September 5, 2017 at 7:01 p.m. Council Member Christianson offered a motion to approve the City Attorney's recommendation. Council Member Nelsen seconded the motion, which carried.

City Attorney Robert Scott presented a resolution accepting a donation from Willmar Area Community Foundation Friends of Robbins Island Park Fund in the amount of \$30,000 to support the construction of the Destination Playground. Mr. Scott stated this is the fifth donation to be received. Following discussion, **Resolution No. 17-83 Accepting Donation from Willmar Area Community Foundation for Robbins Island Destination Playground Project** was introduced by Council Member Mueske. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

City Administrator Ike Holland presented a letter from Dr. Jeff Holm, Superintendent of Willmar Public Schools, notifying the City that the Community Education and Recreation Joint Powers Agreement is up for review, as the agreement states there will be a review every three years. Mr. Holland also presented a letter of response from the City in which he states the City of Willmar also intends to review the agreement and its benefits and determine whether to continue this cooperative effort. Mr. Holland was asking for consensus from the Council to send the letter to Dr. Holm with the City's intentions. Council Member Nelsen asked that a copy of the agreement be sent to Council members for their review. Council Member Nelsen offered a motion authorizing the City Administrator to send the letter to the school, on behalf of the Council, with the understanding this gives us the ability to negotiate discussion. Council Member Asmus seconded the motion, which carried.

City Administrator Ike Holland stated the Council will be holding a retreat on Saturday, July 22nd at the Bremer Bank Building in Willmar and asked which Council Members will not be able to attend. It was noted that Council Member Christianson, Fagerlie, and Asmus will not be in attendance. Mr. Holland also stated on August 1st there will be a Rockin' Robbins Concert at Robbins Island, a Neighborhood Night Out, and an employee pool party at the Dorothy Olson Aquatic Center, and urged everyone to attend these events.

Mayor Marv Calvin thanked the Willmar Fests Committee for all their hard work involved in hosting a great event again this year. Mayor Calvin also reminded everyone to attend the various Rockin' Robbins events being held at Robbins Island in the upcoming weeks. Mr. Calvin also wanted to address that we have a citizen in Willmar who is an undocumented individual that recently was picked up by ICE and brought to Immigration Services in the metro area. This individual has resided in our community for about ten years, is a family man that has young children, pays taxes, is a giving person in our community, and urged everyone to support this individual and his family, and encourage the people from ICE to look at this as a holistic issue. Mayor Calvin also noted that the local police and sheriff's office were not involved in this incident.

Council Member Christianson inquired as to his desire to have a discussion about the Committee structure at an upcoming work session meeting.

Council Member Alvarado offered the following: the Relay for Life and a law enforcement event will be held on Friday night; Carly Derouin is vying for Aquatennial Princess in Minneapolis this week; asked everyone to get involved with the Neighborhood Theatre Project to help sell our community; and urged everyone to not put their grass clippings on the sidewalks and streets.

At 7:41 p.m. Council Member Christianson offered a motion to recess the meeting to be reconvened in ten minutes in the back conference room, and from there leave the building to view parcels of real property. Council Member Mueske seconded the motion, which carried.

At 7:51 p.m. the Council reconvened the meeting and entered into a closed session pursuant to Minnesota Statute § 13D.05 subd. 3(c) to discuss development or consideration of offers or counteroffers for the purchase/sale of real property identified as Parcel Number 95-003-4840 and 95-003-4880 upon motion by Council Member Christianson. Council Member Mueske seconded the motion, which carried. A closed session ensued and the Council boarded a bus and viewed the identified parcels of real property as a group in closed session.

At 9:13 p.m. the Council returned to Open Session. Council Member Alvarado offered a motion to instruct staff to work with the real estate agent to enter into a right of first refusal for parcels 95-003-4840 and 95-003-4880. Council Member Plowman seconded the motion, which carried.

Council Member Mueske offered a motion to adjourn the meeting with Council Member Christianson seconding the motion, which carried. The meeting adjourned at 9:15 p.m.

MAYOR

Attest:

SECRETARY TO THE COUNCIL

RESOLUTION NO. 17-79

**AUTHORIZATION TO EXECUTE AGREEMENT WITH WILLMAR SCHOOL DISTRICT NO. 347
FOR SCHOOL RESOURCE OFFICERS**

Motion By: Christianson

Second By: Mueske

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 enter into an agreement between the City of Willmar and Willmar School District No. 347 for providing School Resource Officers.

Dated this 17th day of July, 2017.

s/s Marv Calvin
MAYOR

Attest:

s/s Judy Thompson
CITY CLERK

**RESOLUTION NO. 17-80
1701-B AS-BID BUDGET
TOTAL COST \$1,464,679.00**

*Budget Amounts are Essential

Motion By: Christianson

Second By: Mueske

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

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	\$101,242.00
TOTAL	\$1,250,552.00

OTHER CHARGES

46* Prof. Serv.	\$197,257.40
49 Other Charges	\$16,869.00
TOTAL	\$214,126.40

GRAND TOTAL \$1,464,679.00

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 17th day of July, 2017

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 17-81
1703-A AS-BID BUDGET
TOTAL COST \$945,558.00
 *Budget Amounts are Essential

Motion By: Christianson

Second By: Mueske

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

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	\$45,343.00
TOTAL	\$753,224.00

OTHER CHARGES

46* Prof. Serv.	\$190,701.00
49 Other Charges	\$1,633.00
TOTAL	\$192,334.00

GRAND TOTAL \$945,558.00

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

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 17th day of July, 2017

s/s Marv Calvin
 Mayor

Attest:

s/s Judy Thompson
 City Clerk

RESOLUTION NO. 17-82
1703-B AS-BID BUDGET
TOTAL COST \$662,925.00
 *Budget Amounts are Essential

Motion By: Christianson

Second By: Fagerlie

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**

OTHER SERVICES

33* Travel-Conf.-Schools
 34 Mtce. of Equipment
 35 Mtce. of Structures
 36* Mtce. of Other Impr. \$565,775.00
 37 Subsistence of Persons
 38 Cleaning & Waste Removal
 39* Other Services \$42,436.00
TOTAL **\$608,211.00**

OTHER CHARGES

46* Prof. Serv. \$54,714.60
 49 Other Charges \$0.00
TOTAL **\$54,714.60**

GRAND TOTAL **\$662,925.00**

RECEIVABLES

Assessments Prop Owners \$0.00
 Community Investment \$0.00
 General \$662,925.00
 State Aid \$0.00
 WTP \$0.00
 MUC \$0.00
 Kandiyohi County \$0.00
TOTAL **\$662,925.00**

FINANCING

General \$0.00
 Bonds \$0.00
 State Aid \$662,925.00
 WTP \$0.00
 MUC \$0.00
 Kandiyohi County \$0.00
TOTAL **\$662,925.00**

GRAND TOTAL **\$662,925.00**

Dated this 17th day of July, 2017

s/s Marv Calvin
 Mayor

Attest:

s/s Judy Thompson
 City Clerk

RESOLUTION NO. 17-83

**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: Mueske

Second By: Nelsen

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, a second donation of \$99,000 by Resolution No. 17-24 dated March 20, 2017, a third donation of \$99,000 by Resolution 17-52 dated May 15, 2017, and a fourth donation of \$75,000 by Resolution 17-78 dated July 3, 2017; and

WHEREAS, WACF now wishes to donate an additional \$30,000 from its Friends of Robbins Island Park Fund to the City for the same purposes; and

WHEREAS, WACF has received additional commitments from numerous private firms for donation of in-kind services, materials and supplies in support of the playground project as listed on the attached Exhibit A and now wishes to donate the same to the City; 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 and in-kind services and materials 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 \$30,000 and in-kind services, materials and supplies as listed on the attached Exhibit A, 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.
2. The City Council hereby expresses its and the community’s appreciation to WACF, the private firms donating in-kind services, materials and supplies as listed on the attached Exhibit A, and all contributors to the Friends of Robbins Island Park Fund for such donation.

Adopted by the City Council of the City of Willmar on July 17, 2017.

Approved:

s/s Marv Calvin

Mayor

Attested:

s/s Judy Thompson

City Clerk