

**WILLMAR CITY COUNCIL PROCEEDINGS**  
**BOARD ROOM**  
**HEALTH AND HUMAN SERVICES BUILDING**  
**WILLMAR, MINNESOTA**

July 2, 2018  
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, and Rick Fagerlie. Present 8, Absent 1. Council Member Andrew Plowman was excused from the meeting.

Also present were City Administrator Ike Holland, Police Chief Jim Felt, Planning and Development Services Director Bruce Peterson, Public Works Director Sean Christensen, Fire Chief Frank Hanson, City Clerk Judy Thompson and City Attorney Robert Scott.

Proposed additions to the agenda included: Council Member Mueske added Public Works Foreman Pay Scale Change; and Recreation Director Job Description. Council Member Christianson added the Brush Site Electronic Gate. City Attorney Robert Scott added the Annual Storm Water Meeting. These items were brought forward from the Work Session held earlier this evening.

Council Member Christianson moved to approve the agenda, as amended. Council Member Alvarado seconded the motion which carried.

City Clerk Judy Thompson reviewed the consent agenda.

- A. City Council Meeting Minutes of June 18, 2018
- B. Willmar Municipal Utilities Board Minutes of June 25, 2018
- C. Planning Commission Minutes of June 20, 2018
- D. State Temporary Liquor Permit – Kandiyohi County Fair Association
- E. **Resolution No. 18-84 Appointing Election Judges**
- F. Approval of Playground Equipment Purchases
- G. Human Rights Commission Minutes of May 15, 2018
- H. Willmar Lakes Area CVB Meeting Minutes of April 17, 2018
- I. Central Community Transit Operations Board Minutes of March 27, 2018
- J. Accounts Payable through June 27, 2018

Council Member Mueske offered a motion to approve the Consent Agenda. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

At 7:04 p.m. Mayor Calvin opened the Annual Storm Water Meeting. Public Works Director Sean Christensen asked that the meeting be extended to July 16, 2018 and stated he would present his full report at that time. There being no one present to speak for or against said Storm Water Program, Mayor Calvin stated the meeting would be continued on July 16, 2018.

Rachel Skretvedt and James Miller presented a recommendation to approve the Mayor's Task Force Master Plan for the Robbins Island Park Complex. They gave a brief project background and vision concepts which included safety, access improvement, enhancement of the natural features of the park, intent to provide year-round access, and improve the water quality of Foot and Willmar Lakes. It was noted the new entrance sign, donated by the Rotary Club, has been installed. They also indicated the City would like to continue the development of the Robbins Island Park Complex and include the ideas and concepts developed in the overall Master Plan.

Following discussion, Council Member Schwantes offered a motion to approve the Master Plan Concept as presented. Council Member Asmus seconded the motion which carried. Council Member Christianson abstained from voting.

Planning and Development Services Director Bruce Peterson presented a request to approve the preliminary and final plat of Midwest Storage Second Addition. Mr. Peterson stated the plat is a re-plat of two existing parcels for a lot line change to allow a kiosk for Midwest Storage to be placed on the property.

Following discussion, Council Member Christianson offered a motion to approve staff's recommendation. Council Member Mueske seconded the motion which carried.

Public Works Director Sean Christensen presented a request to adjust the pay scale for the Public Works Foreman. It was noted the Foreman pay is currently the same as the Mechanics even though the Foreman supervises those employees. The Foreman pay should be corrected before we hire a Project Manager so the Project Manager position isn't paid a higher wage than the Foreman. Mr. Christensen was recommending the pay increase be effective immediately. It was noted this item was brought forward from the Work Session held earlier this evening.

Following discussion, Council Member Mueske offered a motion to approve staff's recommendation. Council Member Nelsen seconded the motion which carried.

Public Works Director Sean Christensen presented a request to approve the Recreation Director job description as presented. Mr. Christensen stated the Community Education and Recreation Director has retired and the tentative end date for the WCER agreement is September 1, 2018 so the City needs to advertise, post, interview, and hire a Director for our Recreation Department as soon as possible. Mr. Christensen was recommending the approval of the Recreation Director job description and direct staff to advertise the position. It was noted this item was brought forward from the Work Session held earlier this evening.

Following discussion, Council Member Mueske offered a motion to approve staff's recommendation. Council Member Christianson seconded the motion which carried.

Council Member Christianson presented a request to place a gate system at the brush site and reappropriate \$15,000.00 from the 2018 CIP Public Works floor drain repair project to fund the gate system. It was noted this item was brought forward from the Work Session held earlier this evening.

Following discussion, Council Member Christianson introduced **Resolution No. 18-85 Reappropriating Funds for the Brush Site Gate System In the Amount of \$15,000.00.** Council Member Mueske seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

City Administrator Ike Holland offered the following comment: City Planner Sarah Anderson asked him to announce the Willmar Main Street Meet & Greet will be held Tuesday, July 10th at The Goodness Coffee House at 5:00 p.m., and urged all to attend.

Mayor Calvin offered the following comments: Willmar Fests was a great success and he attended many of the events, and gave a "shout out" to the Willmar Fests Committee for all their hard work; he also asked that we make arrangements to meet the new royalty at an upcoming meeting.

Council Member Schwantes offered the following comments: it has been a very busy couple weeks with various grand openings: PetSmart, Magnum Trucking, and Habitat for Humanity; she mentioned there are a lot of good things happening in our community, and wished everyone a safe, happy 4th of July.

Council Member Alvarado offered the following comments: he had the opportunity to participate in some recent activities downtown: Marching to Keep Families Together and Somalian Independence Day; he attended a dance at the Community Center; stated members of his family had served in the military and asked everyone to thank our service members; and urged everyone to embrace their family and be thankful for what you have.

Council Member Asmus wished everyone a safe and happy 4th of July.

Council Member Mueske offered the following comments: thanked Council Member Alvarado for his family's service; Willmar Fests events were amazing; wished everyone a happy 4th of July.

Council Member Fagerlie wished everyone a safe and happy 4th of July.

Council Member Nelsen wished everyone a safe and happy 4th of July.

Council Member Christianson offered the following comments; the Willmar Fests Block Party had one of the best turnouts; great turnout for the fireworks; would like to request minutes be taken, or a recording of the building committee meetings for the new City Hall.

Council Member Mueske offered a motion to adjourn the meeting with Council Member Alvarado seconding the motion, which carried. The meeting adjourned at 7:43 p.m.

s/s Marv Calvin  
MAYOR

Attest:

s/s Judy Thompson  
SECRETARY TO THE COUNCIL

**RESOLUTION NO. 18-84**

**RESOLUTION APPOINTING JUDGES FOR 2018 PRIMARY ELECTION**

Motion By: Mueske      Second By: Asmus

BE IT RESOLVED, that the individuals listed below be appointed as Judges to work at the Primary Election in the City of Willmar on Tuesday, August 14, 2018:

WARD ONE	Precinct One:	Pat Morse, Co-Head Judge Cheryl Retrum, Co-Head Judge Shirley Rolffs Tina Harried Kent Skoglund Wallis Klause Denis Anderson
	Precinct Two:	Ardell Engwall, Co-Head Judge Carol Wegner, Co-Head Judge Rita Dragt, Co-Head Judge Samuela Heyer Darlene Estwick Bonnie Ogdahl
	Precinct Three:	Eugene Kerfeld, Co-Head Judge Lynn Shuldes, Co-Head Judge Harold Kloster, Assistant Head Judge

George Christensen  
JoAnn Jagt  
Judith Hoffer  
Cynthia Chetrit

WARD TWO

Precinct One:

Mary Louise Wallin, Co-Head Judge  
Helen Behrends, Co-Head Judge  
Ken Nelson, Assistant Head Judge  
Karen Stern  
James Buisman  
Millicent Larsen  
Paul Borene  
Tonie Rende

Precinct Two:

Dan Reigstad, Head Judge  
James Halverson, Assistant Head Judge  
Sharon Cruze, Assistant Head Judge  
Patrick Curry  
Linda Dilly  
Clara DeRonde  
Marlene Vossen  
Don Thompson

Precinct Three:

Donna Hillenbrand, Co-Head Judge  
Duane Bock, Assistant Head Judge  
Candice Clemens, Assistant Head Judge  
A. Marilyn Hanson  
Mary Lorentzen  
Mary Catherwood  
Shirley Ringness  
Karen Kraemer

WARD THREE

Precinct One:

Sally McAdams, Co-Head Judge  
Nancy Chamberlain, Co-Head Judge  
Kathryn Halldin, Co-Head Judge  
Susan Schiro  
G. Richard Huesing  
Nancy Snyder  
Dan Johnson  
Michele Odens

Precinct Two:

Ramona Berg-Perry, Co-Head Judge  
Carol Laumer, Co-Head Judge  
Kerry Johnson, Assistant Head Judge  
Barbara Borene  
Don Plantinga  
Gerald DeGeest  
Carolyn Stevens

Precinct Three:

Sonja Duruji, Co-Head Judge  
Janice Crackel, Co-Head Judge  
Susan Smith, Assistant Head Judge  
Joan Kuhn

Susan Thorson  
Benjamin Maas  
Charles Wattnem

WARD FOUR

Precinct One:

David Rogers, Co-Head Judge  
Susan Brauchler, Co-Head Judge  
Joan Gleasman  
Sandra George  
Janice Olson  
Jim Olson

Precinct Two:

Dennis Krueger, Co-Head Judge  
Marsha Butterfield, Co-Head Judge  
Carl Shuldes, Assistant Head Judge  
Mary Huesing  
Mary Konieczny  
David Baron

Precinct Three:

Suzanne Rogers, Head Judge  
Marlin Breems, Assistant Head Judge  
Judy Kloster, Assistant Head Judge  
Robert Bliss  
Janice Krueger  
Mary Bock  
Mannfred Paech

Absentee Judges:

Marv Kray  
Ardell Engwall

Dated this 2nd day of July 2018.

s/s Marv Calvin  
MAYOR

Attest:

s/s Judy Thompson  
CITY CLERK

**RESOLUTION NO. 18-85**

**A RESOLUTION REAPPROPRIATING FUNDS FOR THE BRUSH SITE GATE SYSTEM.**

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, to authorize the Finance Director to amend the Capital Improvement Fund Budget as follows:

Decrease:	2018 CIP Budget	\$15,000.00
	Public Works Floor Drain Project	

