

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

April 21, 2014  
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Frank Yanish. Members present on a roll call were Mayor Yanish, Council Members Audrey Nelsen, Jim Dokken, Rick Fagerlie, Denis Anderson, Ron Christianson, Steve Ahmann, Tim Johnson and Bruce DeBlieck; Present 9, Absent 0.

Others present were City Administrator Charlene Stevens, Police Chief David Wyffels, Finance Director Steve Okins, Public Works Director Sean Christensen, City Clerk Kevin Halliday, Community Education and Recreation Director Steve Brisendine, Fire Chief Gary Hendrickson and City Attorney Robert Scott.

Council Member Ahmann announced he had an item to add to the agenda under new business.

Council Member Anderson offered a motion adopting the Consent Agenda which included the following: City Council Minutes of April 7, Willmar Municipal Utilities Minutes of April 14, Accounts Payable Report through April 16, and Police Commission Minutes of April 1, 2014. Council Member Ahmann seconded the motion, which carried. Council Member DeBlieck asked to highlight the section of the Municipal Utilities Commission minutes relating to a long-term power contract with Great River Energy effective January, 2016, which will allow them to diversify the power supply.

It was noted that each year the City designates the month of May as Arbor Month and Mayor Yanish read a Proclamation describing it as such.

Mayor Yanish acknowledged one request to speak in the Open Forum. Bob Skor, 617 SW 14<sup>th</sup> Street, came before the Council to speak on the gun range issue. He raised questions as to why the range was shut down and how other maintenance issues have arose at the Auditorium as a result of this. Mr. Skor was informed his questions may best be answered when the City Auditorium Report is given by Engan and Associates in an upcoming agenda item.

Fire Chief Gary Hendrickson gave a brief presentation highlighting Severe Weather Awareness Week, April 21-25, 2014. This is a state-wide awareness effort to encourage safety for everyone by preparedness for severe weather and how to take precautions.

A presentation of Phase I of the Park Plan, an addendum to the City of Willmar Comprehensive Plan was given by CER Director Steve Brisendine and Donn Winkler, Executive Director of the Mid Minnesota Development Commission. The City currently maintains 37 parks and approximately six months ago a Park Planning Committee, consisting of various staff and community members, proceeded in developing a strategy to maintain the recreational facilities. The document presented to the Council is the first phase in an overall City Parks Plan. The second phase will be the preparation of a detailed "Master Parks Plan" which will utilize the talents of a landscape architect. Phase I provides the City's vision and mission statements, as well as the core values in providing park amenities to the community. He detailed the concept of two regional park complexes and also planning for some of the key parks classified as community parks.

In development of Phase II of the Park Plan, the talents of a landscape architect would be utilized to prepare park concept layout plans, and the best placement of amenities. It will also provide a much greater detail analysis of the needs for each individual facility. A Master Plan will provide the ability to further refine costs and funding sources to formulate a timeline/schedule on how to proceed. By completing Phase I of the

plan, it is believed to have saved the City a substantial amount of labor, thus reducing the cost of Phase II. Staff's best estimate for Phase II is \$30-\$50,000 taking about 3-4 months' time.

Council Member Dokken opined that the Joint Veterans Council has expressed an interest in the Flags of Honor location and would like to see some sort of a sit-down shelter near the site. The Joint Veterans Council may be willing to contribute some dollars toward a place to sit and reflect.

Following discussion and review of the Park Plan as presented, it was recommended that the Council accept Phase I of the City's Park Plan as presented and approve soliciting Requests for Proposals for Phase 2 with results to be brought back for consideration. Council Member Anderson moved to approve the recommendation with Council Member Nelsen seconding the motion, which carried.

The Finance Committee Report for April 14, 2014 was presented to the Mayor and Council by Council Member Anderson. There were two items for consideration.

Item No. 1        There were no comments from the public.

Item No. 2        Staff explained to the Committee that the City Housing and Redevelopment Authority (HRA) is in the process of merging with the County HRA. Executive Director Jill Bengtson reported on their progress and presented a request to the Council for the City's support of this merger, stating that HUD programs that have been administered by the City HRA until now, including the Public Housing Program and Housing Choice Voucher Program, need to be transferred to the County HRA. It was noted that both HRA Commissions have passed a resolution approving this transfer request for submission to the Department of Housing and Urban Development. The Committee was also in support this transfer request as well.

Following discussion, the Committee recommended the Council support the request to the Department of HUD to transfer the Public Housing and Housing Choice Voucher Programs from the Willmar HRA to the County HRA, assign the HUD Public Housing and Housing Choice Voucher Programs to the County HRA, permit the County HRA to function in the City's jurisdiction, and to complete all transfer actions required by the Department of HUD.

Resolution No. 1 was introduced by Council Member Anderson, seconded by Council Member Nelsen, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

**RESOLUTION NO. 1**

**Approval of Request to Transfer HUD Programs  
From the Willmar HRA to the Kandiyohi County HRA**

WHEREAS, the Housing and Redevelopment Authority In and For the City of Willmar, Minnesota (herein referred to as the Willmar HRA) and the Housing and Redevelopment Authority of Kandiyohi County, Minnesota (herein referred to as the Kandiyohi County HRA) have had ongoing discussions and planning regarding transferring the HUD Public Housing Program and HUD Housing Choice Voucher Program of the Willmar HRA to the Kandiyohi County HRA;

WHEREAS, the Willmar HRA Board of Commissioners is committed to developing a HUD Public Housing Program and Housing Choice Voucher Program which utilizes program dollars efficiently and effectively in service to the public;

WHEREAS, the Willmar HRA Board of Commissioners has passed resolution requesting HUD transfer the MN051 Public Housing Program and Housing Choice Voucher Program to the Kandiyohi County HRA MN168 for further efficiency purposes;

WHEREAS, the Kandiyohi County HRA Board of Commissioners has passed resolution accepting the transfer of the Willmar HRA Public Housing Program and Housing Choice Voucher Program upon HUD's approval;

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Willmar, Minnesota that the City hereby supports the request to the Department of Housing and Urban Development to transfer the Public Housing and Housing Choice Voucher Programs from the Willmar HRA to the Kandiyohi County HRA;

BE IT FURTHER RESOLVED by the City Council of the City of Willmar, Minnesota that the City of Willmar agrees to 1) assign the HUD Public Housing Program and Housing Choice Voucher Program to the Kandiyohi County HRA; 2) permit the Kandiyohi County HRA to function in its jurisdiction; and 3) to complete all transfer actions required by the Department of Housing and Urban Development.

Dated this 21st day of April, 2014.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 3 The Committee received the February, 2014, Rice Hospital Report which reflects a net operating loss of \$1.1 million for the month, compounding the January deficit. Concerns were expressed regarding the hospital's significant downward trend in their financial status. Chair Anderson requested hospital representatives be present at the next Finance Committee meeting to present their March report. This matter was received for information only.

The Finance Committee Report for April 14, 2014, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Anderson, seconded by Council Member Nelsen, and carried.

The Public Works/Safety Committee Report for April 15, 2014 was presented to the Mayor and Council by Council Member Christianson. There were six items for consideration.

Item No. 1 No public comments.

Item No. 2 Andy Bjur of Engan & Associates presented to the Committee the 2014 Master Plan for the Willmar City Auditorium in five steps and provided a potential order of completion. The City entered into a contract with Engan & Associates in December of 2013 to conduct a study of the facility and recommend improvements and mitigation strategies. The City closed the indoor gun range and limited access to other areas of the building due to concerns regarding potential contamination from the range HVAC.

Questions were raised from the Committee regarding the Americans with Disabilities Act requirements on the building. Requirements were questioned for the need of improvements to the Firing Range to make it operational, as well if it is the appropriate facility to house the range. It was discussed if Steps 1 (Hazardous Material (Lead) Abatement), Step 2 (Ventilation Equipment), and Step 3 (Firing Range Restoration) should be completed all at once rather than completing Step 3 at a later date.

Andy Bjur was also in attendance at the Council meeting to present the Master Plan to the full Council and go over the basic needs of the City Auditorium. He briefly went over the five steps of the plan and included the estimate of costs. He mentioned which areas of improvement may be eligible for legacy grant dollars due to the historic importance of the building.

Donovan Kuehl spoke on behalf of members of the Willmar Rifle and Pistol Club and offered suggestions to increase fees to provide additional funding mechanisms. The Club is offering to aid with clean

up and regular maintenance. He detailed the benefits having a range provides to the community and urged the Council to proceed with Steps 1-3 of the Master Plan with no further delays.

The Committee was recommending the City engage Engan & Associates to carry out Step 1 (Hazardous Material (Lead) Abatement), Step 2 (Ventilation Equipment) in the main Auditorium and refer the gutter/water concerns options to staff to see if it could be immediately repaired by reprioritizing from within the maintenance budget. Step 3 (Firing Range Restoration) will be reviewed with the Americans with Disabilities Act mandates and staff will meet with the Willmar Rifle and Pistol Club to ascertain their commitment to the facility and operational participation. Council Member Christianson moved to approve the recommendation with Council Member Nelsen seconding the motion.

After further discussion, Council Member Christianson moved to amend the motion to also include Step 3, Restoration of the Firing Range, with Council Member Ahmann seconding the motion. The Council discussed the source of funding for Step 3 estimated at \$254,000. Council Member DeBlieck moved to amend the motion to include referring the inclusion of Step 3 to the Finance Committee for funding, with Council Member Anderson seconding, the motion carried on a roll call vote of Ayes 8, Noes 0. The original motion then carried on a roll call vote of Ayes 8, Noes 0.

Item No. 3 The Archery Range Safety Planning was brought back to the committee for further discussion. Police Chief Wyffels presented final suggestions and proposed range designs. Also presented was a recent amended version of the proposal for safety guidelines submitted by Mr. Gilman on behalf of the archers.

The Committee recommended the Council approve the three range design requirements and general range safety regulations and require a permit application to be approved by council. Council Member Christianson moved to approve the recommendation of the Committee, with Council Member Ahmann seconding the motion, which carried.

Item No. 4 Police Chief Wyffels requested approval for the Willmar Police Department to apply for, and if awarded, participate in a Federal Bureau of Justice Assistance (BJA) grant which reimburses 50% of the cost to purchase bulletproof vests for police officers. This grant has been an ongoing grant in which the department has participated in for more than 25 years. Participation reduces the amount that would otherwise be incurred to maintain bulletproof vests for officers.

The Committee recommended granting permission to allow the Willmar Police Department to apply for and participate in the Federal Bureau of Justice Assistance grant for the fiscal year 2014 Bulletproof Vest Program. Resolution No. 2 was introduced by Council Member Christianson, seconded by Council Member Anderson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

#### RESOLUTION NO. 2

BE IT RESOLVED by the City Council of the City of Willmar that the Willmar Police Department be allowed to apply for, and if awarded, participate in a Federal Bureau of Justice Assistance grant for the fiscal year 2014 Bulletproof Vest Program.

Dated this 21st day of April, 2014.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 5 The committee reviewed staff's requests to purchase one riding lawn mower with attachments and a utility vehicle from Haug Kubota for the Wastewater Treatment Facility in the amount of \$28,798; \$20,848 for mower/attachments after trade-in allowance of \$15,000 and \$7,950 for utility vehicle. The 2014 Capital Outlay Program includes \$33,000 for the purchase. The mower can also be used to blow snow, serving multiple purposes throughout the year.

The Committee's recommendation was to authorize staff to purchase a riding lawn mower with attachments and utility vehicle from Haug Kubota in the amount of \$28,798. Council Member Christianson moved to approve the recommendation of the Public Works/Safety Committee with Council Member DeBlick seconding the motion, which carried.

Item No. 6 Under old business Police Chief Dave Wyffels noted that the jail census for April 15, 2014 was 72, and that the calls for service for the previous two weeks totaled 699. This was for information only.

Item No. 7 Under New Business Council Member Ahmann brought for consideration the donation of city-owned property between 12<sup>th</sup> Street SE and 15<sup>th</sup> Street SE on Pleasant View Drive to be developed residentially. Chair Christianson commented that possibly all property that has potential to be donated be inventoried at a later date for review. This was for information only.

The Public Works/Safety Report for April 15, 2014, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Christianson, seconded by Council Member Dokken, and carried.

City Clerk Kevin Halliday presented a list of establishments requesting renewals for On-Sale, On-Sale Wine, and On-Sale 3.2% Intoxicating Malt Liquor Licenses. The applications have been reviewed by Police Chief Wyffels. Council Member Anderson moved to approve the renewals, with Council Member Christianson seconding the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Council Member Ahmann announced the upcoming Willmar Community Service Day on May 3, 2014. Volunteers will be going out into the community to help neighbors in need from 9:30 a.m. to 12:00 noon. The event is sponsored by Willmar Area Faith @Work and the United Way of West Central Minnesota.

Announcements for Council Committee meeting dates were as follows: Finance, April 28; Public Works/Safety, April 29; Labor Relations, April 23; and Community Development, May 1, 2014.

There being no further business to come before the Council, the meeting adjourned at 9:12 p.m. upon motion by Council Member Ahmann, seconded by Council Member Anderson, and carried.

Attest:

\_\_\_\_\_  
MAYOR

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