

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

June 2, 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, Denis Anderson, Ron Christianson, Steve Ahmann, Tim Johnson and Bruce DeBlicek; Present 7, Absent 2. Council Members Jim Dokken and Rick Fagerlie were excused from the meeting.

Others present were City Administrator Charlene Stevens, Acting Police Chief Jim Felt, Public Works Director Sean Christensen, Planning and Development Director Bruce Peterson, Finance Director Steve Okins, City Clerk Kevin Halliday, and City Attorney Robert Scott.

Council Member Anderson offered a motion adopting the Consent Agenda which included the following: City Council Minutes of May 19, Special City Council Minutes of May 19, Rice Memorial Hospital Special Board Minutes of May 14, Rice Memorial Hospital Board Minutes of May 21, Willmar Municipal Utilities Minutes of May 27, Planning Commission Minutes of May 28, Accounts Payable Report through May 28, Willmar Lakes Area CVB Board Minutes of April 15, Willmar Police Commission Minutes of April 17, and the Kandiyohi Area Transit Operations Board Minutes of April 22, 2014. Council Member DeBlicek seconded the motion, which carried.

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 request an update to the repair of the the water problems at the Auditorium. City Clerk Kevin Halliday commented this would be addressed later in the meeting.

The Community Development Committee Report for May 29, 2014 was presented to the Mayor and Council by Council Member DeBlicek. There were seven items for consideration.

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

Item No. 2        The Committee discussed a proposal by staff to increase building permit fees to more accurately reflect the cost of providing the service. It was noted that the City is operating with a fee schedule from the 1994 Uniform Building Code. The Committee debated whether building inspections should be a service that the City provides or if the entire cost should be covered by those who use the service. Staff advocated that building permit fees be considered a user fee. Staff has done rough cost accounting to break down the true cost of providing the service, as a number of staff and departments are involved in the process. Staff was asked to bring additional information back to the Committee, breaking down the costs of providing the service and showing the impact of fee increases on different levels of construction value. It was suggested that now is not the right time to increase fees. Staff will bring additional information back to a future meeting. This was received for information only.

Item No. 3        Staff presented the draft goals and objectives for the Highway 12 Corridor Study as prepared by the Technical Advisory Committee. The study is intended to provide a framework to guide future land use and transportation decision-making within the corridor. It is not intended to be an engineering plan with specific design guidelines. The Committee reviewed the goals and objectives, and was satisfied that the study would adequately address the City's long-term needs. This was received for information only.

Item No. 4        Staff requested that the demolition of the former Rule Tire buildings be given final approval. A low quote in the amount of \$48,500 has been submitted by M.A.A.C of Montevideo. They have staff available and would like to pursue the project in the very near future. A funding source was identified.

Staff was requesting that funds that had been approved for airport capital improvements be reallocated to cover the costs of the demolition. The State of Minnesota, for 2014, did not approve the terminal irrigation or the planning/ design for airport fencing. These two items totaled \$54,000 of local funds in the CIP.

The Committee was recommending acceptance of the quote from M.A.A.C, Inc., in the amount of \$48,500 using the reallocated 2014 Capital Improvement Funds and authorizing the Mayor and City Administrator to enter into an agreement for the demolition of the former Rule Tire buildings.

Resolution No. 1 was introduced by Council Member DeBlieck, seconded by Council Member Christianson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 6, Noes 0.

RESOLUTION NO. 1

Whereas the City of Willmar desires to retain a firm to provide services for the Former Rule Tire Building Demolition Project for the City of Willmar; and

Whereas a proposal has been made by, and an agreement prepared to retain the firm of M.A.A.C. Inc. of Montevideo, Minnesota for a not-to-exceed amount of \$48,500 for said services;

Now therefore be it resolved by the City Council of the City of Willmar that said agreement is approved and that the Mayor and City Administrator be authorized to execute the same.

Dated this 2nd day of June, 2014.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 5 Under Old Business the Committee discussed an update provided by staff on the former airport land release process.

Item No. 7 Under New Business the Committee inquired about progress on a number of projects including Taco Bell, Hardees, Bethesda, ALDI, and Advance Auto.

The Community Development Committee Report for May 29, 2014, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member DeBlieck, seconded by Council Member Anderson, and carried.

City Clerk Kevin Halliday presented a contract with Engan Associates, P.A. for the Council's consideration. The contract covers professional services for the City Auditorium and is broken into four parts Design Development for \$16,000, Construction Documents for \$20,000, Bidding and Negotiating for \$2,500 and Construction Administration for \$5,500 totaling \$44,000.00. It was noted there is nothing included in the breakdowns for environmental review and cleanup. Engan and Associates worked to solicit the professional services of an environmental consultant to complete that portion of the Master Plan. A separate contract with Midwest Environmental Consultants (MEC) is being finalized. It is not until the environmental issues can be addressed that plans and specifications can be developed to alleviate the water problems. Engan and Associates have been evaluating the gutter work and tuck pointing of the structure at this time. It is the recommendation of staff that the Council enter into the contract as presented.

The Council discussed the aspects of the scope of services to include a timeline for the project. City Clerk Halliday stated no reconstruction can take place until after the environmental consultant gives the authorization to reconstruct after the destruction has taken place. The entire building will be cleaned and areas of asbestos concerns will be identified.

Resolution No. 2 was introduced by Council Member Anderson, seconded by Council Member DeBlieck, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 6, Noes 0.

RESOLUTION NO. 2

Whereas the City of Willmar desires to retain a firm to provide services for the City Auditorium Hazard Abatement and Building Improvement Project for the City of Willmar; and

Whereas a proposal has been made by, and an agreement prepared to retain the firm of Engan Associates, P.A. of Willmar, Minnesota for a not-to-exceed amount of \$44,000 for said services;

Now therefore be it resolved by the City Council of the City of Willmar that said agreement is approved and that the Mayor and City Administrator be authorized to execute the same.

Dated this 2nd day of June, 2014.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Planning and Development Services Director Bruce Peterson brought forth a preliminary plat for the Mayor and Council's consideration. Har-Mar Foods Addition is a two-parcel subdivision at 1704 South First Street owned by Har-Mar Foods of Marshall, Minnesota. There are two existing buildings on the parcel and the proposed plat would split the lot allowing access and common interest between the two properties. The concept has been approved by the Planning Commission. A motion was made by Council Member Anderson to approve the Preliminary Plat of Har-Mar Foods Addition. Council Member DeBlieck seconded the motion, which carried.

City Clerk Kevin Halliday presented a Special Event Permit for the Willmar Fests Beach Party at Robbins Island on June 21 serving the full array of alcohol beverages using license holder Bakers Creek Eatery, LLC. The Community Education and Recreation Board approved the request. Staff was recommending the Council approve the Special Event Permit for the Robbins Island Beach Party. Council Member Christianson moved to approve the recommendation, with Council Member Ahmann seconding the motion, which carried on a roll call vote of Ayes 6, Noes 0. Mayor Yanish requested to go on record as being opposed to the permit.

City Clerk Kevin Halliday presented a second request for a Special Event Permit. The Willmar Stingers will be holding a "Jimmy Buffett, Margarita Ville" night on June 28, with plans to serve a full array of liquor using license holder Bakers Creek Eatery, LLC. They are requesting a City Park Special Event allowing them to distribute alcohol on park grounds. The Community Education and Recreation Board approved the request. Staff was recommending the Council approve the permit for the Willmar Stingers event. Council Member DeBlieck moved to approve the recommendation, with Council Member Anderson seconding the motion, which carried on a roll call vote of Ayes 6, Noes 0.

There was no Old Business brought before the Council.

New Business included the announcement of the Retirement Party for Arena Manager Kevin Madsen on June 3, 2014 at the Civic Center.

Announcements for Council Committee meeting dates were as follows: Finance, June 9; Public Works/Safety, June 10; Labor Relations, June 11; and Community Development, June 12; Finance CIP and Budget Work Session, June 23, 2014.

There being no further business to come before the Council, the meeting adjourned at 7:36 p.m. upon motion by Council Member Anderson, seconded by Council Member Christianson, and carried.

Attest:

\_\_\_\_\_  
MAYOR

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SECRETARY TO THE COUNCIL