

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

May 5, 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, Planning and Development Director Bruce Peterson, City Clerk Kevin Halliday, Community Education and Recreation Director Steve Brisendine, Fire Chief Gary Hendrickson and City Attorney Robert Scott.

Council Member Anderson offered a motion adopting the Consent Agenda which included the following: City Council Minutes of April 21, Special City Council Minutes of April 21, Rice Memorial Hospital Board Minutes of April 16, Planning Commission Minutes of April 23, Willmar Municipal Utilities Minutes of April 28, Application for Exempt Permit for Pheasants Forever Kandiyohi County #2 - KEC, Application for Exempt Permit for Pheasant Forever Kandiyohi County #2 - Best Western Plus & Conference Center, Accounts Payable Report through May 1, Kandiyohi Area Transit Operations Board Minutes of March 4, Police Commission Minutes of April 11, CER Joint Powers Board Minutes of April 25, and Building Inspection Report for April, 2014. Council Member DeBlieck seconded the motion. Council Member Anderson opened discussion on the Planning Commission minutes and the proposed Conditional Use Permit for Life Right Outreach Transitional Housing at the former Infinia site. Planning and Development Director Peterson explained the project and the highlights of the hearing held by the Planning Commission. The motion carried with Council Member Ahmann abstaining.

At 7:05 p.m. Mayor Yanish opened the hearing for the Geographic Amendment to Municipal Development District No. VI. Planning and Development Director Peterson explained the process of amending District VI which was created in 1989 to facilitate economic development projects in southwest Willmar. The project proposed for Jennie-O Turkey Store in 2014 includes land outside the original district, thereby requiring the legal description be amended. There being no one present to speak for or against the amendment, Mayor Yanish closed the hearing at 7:07 p.m.

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

RESOLUTION NO. 1

AMENDING MUNICIPAL DEVELOPMENT DISTRICT NO. VI

WHEREAS, The City of Willmar in October of 1989 designated Municipal Development District No. VI to provide impetus for redevelopment and to increase the tax base; and

WHEREAS, Municipal Development District No. VI was legally described as: The NW ¼ of Section 21, T119, R35 except the West 208 feet of the North 208 feet thereof, and except that part of the Westerly 1281 feet of the NW ¼ lying South of the Northerly Burlington Northern Railroad right-of-way; and

WHEREAS, a development program has been formulated which states the objectives of the District and addresses activities expected within the District; and

WHEREAS, it is necessary to amend the geographic bounding of the District to facilitate the creation of a tax increment financing district.

NOW THEREFORE BE IT RESOLVED, that the legal description for Municipal Development District No VI be amended to include Outlot B and Lot 1, Block 5, Willmar Industrial Park Third Addition.

Dated this 5th day of May, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

At 7:08 p.m. Mayor Yanish opened the hearing for the Tax Increment Financing for Jennie-O Turkey Store Project. Planning and Development Director Peterson presented the Tax Increment Financing Plan prepared by staff and reviewed by legal counsel. The duration is eight years, with the developer being responsible for all up-front costs on a pay-as-you-go basis. The current taxes in the amount of \$144,756, payable in 2014, will continue to be paid to all taxing jurisdictions. Staff recommended the Council adopt a resolution approving the Tax Increment Financing Plan. There being no one present to speak for or against the TIF Plan, Mayor Yanish closed the hearing at 7:10 p.m.

Resolution No. 2 was introduced by Council Member Ahmann, seconded by Council Member Johnson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 2

APPROVING THE TAX INCREMENT PLAN AND THE USE OF
TAX INCREMENT FINANCING

WHEREAS, the City Council of the City of Willmar (hereinafter the Municipality) pursuant to Minnesota Statutes, Chapter 472A (now Chapter 469), on October 4, 1989 adopted a Development Program for Municipal Development District Number VI, encompassing the area which is more particularly described on Addendum A attached hereto and made a part hereof (which area is hereinafter called the Development District), and

WHEREAS, said Municipal Development District Number VI was amended by resolution of the City Council on May 5, 2014, and

WHEREAS, it is desirable and in the public interest that the Municipality undertake and carry out a tax increment financing plan for an economic development district pursuant to Minnesota Statutes, Sections 469.174-179, encompassing the area which is more particularly described on Addendum A attachment hereto and made a part hereof (which area is herein called Tax Increment District No. 2, Economic Development District, or District), and

WHEREAS, the City Council has reviewed the plan for Tax Increment District No. 2 of the Development District, dated April 2014 (herein called the Plan, and attached hereto as Addendum B), and which sets forth a tax increment financing plan for the Economic Development District, and

WHEREAS, the Plan sets forth the Municipality's estimate of the fiscal and economic impacts of the tax increment financing on the tax capacities of all taxing jurisdictions in which the Economic Development District is located, and the Municipality's estimate of the fiscal and economic implications of the District, and

WHEREAS, the Board of Commissioners of Kandiyohi County, Minnesota has been notified on the

public hearing for the review of the Plan, and

WHEREAS, the School Board of Independent School District No. 347 has been notified of the public hearing for the review of the Plan, and

WHEREAS, the City Council has received and considered the comments of the Board of Commissioners of Kandiyohi County, and the School Board of the Willmar School District, relative to the contents of the Plan, and

WHEREAS, the City Council on May 5, 2014, after having published a notice of public hearing in the official newspaper of the Municipality, conducted a public hearing on the Plan and received public comments on the same.

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

FINDINGS

1. That Tax Increment District No 2 is an Economic Development District because it will result in increased employment and enhancement of the tax base of the Municipality.
2. That increased employment and enhancement of the tax base are in the public interest of the Municipality and the expenditures of Tax Increment District No. 2 are for a public purpose.
3. That the proposed development, in the opinion of the Municipality, would not be expected to occur solely through private investment within the reasonably foreseeable future and therefore the use of tax increment financing is deemed necessary.
4. That the increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of the district permitted by the plan.
5. That the tax increment financing plan will afford maximum opportunity, consistent with the sound needs of the Municipality as a whole, for the development of the District by private enterprise.
6. That it is hereby found and determined that the tax increment financing plan conforms to the general plan for the development of the Municipality as a whole.
7. That no more than 15 percent of the buildings and facilities currently existing and to be constructed within Tax Increment District No. 2 are or will be used for a purpose other than manufacturing, processing, warehousing, storage and distribution or uses ancillary and/or necessary thereto.
8. That the reasons and supporting facts for findings as set forth in the plan are by this reference confirmed and adopted.
9. That no persons or businesses will be displaced or relocated as a result of the approval of, and execution of, the tax increment financing plan set forth in the Plan.

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

1. The Tax Increment Financing Plan for Tax Increment District No. 2 of Municipal Development District No. VI attached hereto as Addendum B is hereby approved, contingent on the City Council's final approval of a Development and Business Subsidy Agreement(s) as required and/or authorized by Minnesota Statutes, Section 116j.994, subdivision 3 and Minnesota Statutes, Sections 469.174 through 469.1794.
2. The City Clerk is hereby directed to file a copy of this resolution and a copy of the Plan with the Development of Employment and Economic Development, the Office of the State Auditor, and the Department of Revenue.
3. The City Clerk is hereby authorized and directed to request the Auditor of Kandiyohi County to certify the original tax capacity of the District established by this resolution.

4. The Municipality hereby states its intention to use all of the captured tax capacity for purposes of tax increment financing as per the conditions set forth in the Plan.

Dated this 5th day of May, 2014.

/s/ Frank Yanish

MAYOR

/s/ Kevin Halliday

Attest: CITY CLERK

At 7:18 p.m. Mayor Yanish opened the hearing for discussion of the City's 2012 Small Cities Development Program. Housing and Redevelopment Director Jill Bengtson presented the update on the program. In 2012 the Minnesota Department of Employment Economic Development awarded the Small Cities Development Program Funding from HUD to the Cities of Willmar and Raymond in the amount of, \$1,076,162 to start a residential and commercial rehab program in the two communities. The breakdown of activity by funding is \$480,000 for 32 homes, \$196,350 for 17 renter-occupied rehabs and \$267,800 for 8 commercial businesses in downtown Willmar. Guidelines for homeowners were detailed and it was noted blockbusting is illegal. There being no one present to speak for or against the program, Mayor Yanish closed the hearing at 7:25 p.m. No Council action was required.

Mayor Yanish acknowledged one request to speak in the Open Forum. Dana Hedberg, 1312 – 19th Avenue SE, came before the Council to request information on the planning for 19th Avenue South. Public Works Director Sean Christensen explained that at this point the development is conceptual only. Duinick Inc. has brought in proposed preliminary plans that indicate 19th Avenue could be extended out to Lakeland Drive paralleling with the 71 Bypass and 24th Avenue SE could be extended to Lakeland Drive.

Police Chief Dave Wyffels introduced Tom Kummrow, who is the Enforcement Liason for the Minnesota Public Safety Office of Traffic Safety and works directly with the Toward Zero Death (TZD) program. In February, 2014 the Council approved accepting a LIDAR unit by resolution. Mr. Kummrow was in attendance to present the Willmar Police Department with the LIDAR Unit used to assist with speed enforcement. He touched on high visibility enforcement, informing drivers of the potential tickets for speeding, distracted driving, seat belt usage and impaired driving. He commended the local police department on their enforcement and being selected to receive the unit. LIDAR stands for Light Detection and Ranging, also considered a laser. It has the ability to focus on the speed of one particular vehicle.

Chief Wyffels formally accepted the unit on behalf of the Police Department. Council Member Anderson moved to accept the equipment from the State of Minnesota and have it placed in the Police Department inventory with Council Member Christianson seconding the motion, which carried.

The Labor Relations Committee Report for April 23, 2014 was presented to the Mayor and Council by Council Member Ahmann. There were three items for consideration.

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

Item No. 2 Council Member Anderson made a motion, seconded by Council Member Christianson, to go into closed session pursuant to Minn. Stat. §13D.03 to discuss labor negotiation strategies with Rice Hospital. The meeting was closed at 4:12 p.m.

The meeting was reopened at 5:00 p.m. on a motion by Council Member Anderson, seconded by Council Member Dokken.

Item No. 3 At this point in the meeting, Finance Director Steve Okins, Planning and Development Director Bruce Peterson, City Clerk Kevin Halliday, Wastewater Treatment Superintendent Colleen Thompson, Recreation Supervisor Leanne Freeman, City Assessor Pat Erickson and Administrative

Assistant to the Police Chief Sue Edwards joined the meeting and presented a Step 3 grievance.

Mr. Okins and Mr. Peterson addressed the committee on behalf of the grievants, communicating the basis for the Department Head, First Line Supervisors and Confidential Employees' grievances.

Mr. Madden addressed the committee on behalf of the City Administrator and communicated the City Administrator's position with respect to these grievances.

Following discussion and questions, the Chairman thanked the employees for their professionalism and courtesy in presenting and stated that the Committee would review the matter. This was received for information only.

Item No. 4 Council Member Anderson made a motion, seconded by Council Member Christianson to go into closed session pursuant to Minn. Stat. §13D.05 to discuss pending litigation. The meeting was closed at 6:19 p.m.

The meeting was reopened at 7:10 p.m. on a motion by Council Member Anderson, seconded by Council Member Dokken.

Council Member Christianson asked about the evaluation process for the City Administrator. Ms. Stevens stated she had sent information to Council Member Ahmann and was waiting to meet with him to finalize the process. This was received for information only.

The Labor Relations Committee Report for April 23, 2014, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Ahmann, seconded by Council Member Dokken, and carried.

The Finance Committee Report for April 28, 2014 was presented to the Mayor and Council by Council Member Anderson. There were seven items for consideration.

Item No. 1 Gary Gilman expressed his support for the proposed improvements to the Auditorium, stating it is one of Willmar's greatest assets. He also raised concerns about security issues, negligence and why these improvements weren't done years ago.

Donovan Kuehl expressed his support for making improvements particularly to the gun range in the Auditorium.

Christine Weitzel also stated the Auditorium is an asset to the community and as a community building it needs to be reopened.

Item No. 2 Staff explained that at the last City Council meeting, the Master Plan for the City Auditorium Improvements was reviewed. At that time, Council approved implementation of Steps 1 and 2 and referred Step 3 to the Finance Committee to discuss bid alternatives and potential funding sources. It was noted that \$250,000 has previously been designated in the Capital Improvements Program for indoor gun range improvements. An additional \$340,000 will be needed to complete Steps 1 through 3. City Clerk Halliday presented the following options to the Committee: 1) use \$250,000 from the \$1,000,000 self-insurance deductible reserve; 2) seek general obligation bonding; 3) use prior-year capital appropriations that are no longer needed; 4) eliminate other 2014 Capital Improvement Program (CIP) projects; 5) determine if departmental expenditures may be less than anticipated; 6) determine if additional revenue may be received over amount budgeted; 7) designate the audited prior year surplus; and 8) temporary funding from the Public Improvement Revolving Fund to be replenished through the budgeting process. Council Member Fagerlie asked about using Local Option Sales Tax Funds for this project. It was noted that the LOST program was closed so Council could legally authorize uses other than what voters and the legislature approved.

After considerable discussion, it was the consensus of the Committee to direct staff to determine funds available from the Self-Insurance Deductible Reserve, the Public Improvements Revolving Fund and from CIP projects that could be eliminated from the 2014 schedule. Staff was also directed to encourage Engan and Associates to apply for long-term and short-term funding options for the auditorium improvements. This was for information only.

Item No. 3 Staff explained that the MnDOT Office of Transit has issued a directive that County and City transit service agencies are expected to combine programs in an effort to provide the most cost beneficial delivery of services. The Kandiyohi Area Transit Joint Powers Board and the Renville County Board of Commissioners have given preliminary approval to combine agencies. Staff and elected officials from both agencies have been meeting to draft new joint powers agreements, by-laws, and governing policies. The timeline for this new agency is set for an operational start of January 1, 2015. Most agreements, by-laws, and operational policies should be finalized by the August, 2014, submission deadlines for the 2015 grant funding applications. This new transit service will be called Kandiyohi Renville Transit and will combine assets, bus titles for insurance purposes, and cash reserves. Existing employees will be hired by the new agency with the KAT Transit Director taking the lead role and the Renville County Transit Director being the assistant director. Attrition will be the only planned reduction in staff – if any. The estimated cost sharing arrangement will be one-third each for the City of Willmar, Kandiyohi County, and Renville County. Members of the new Kandiyohi Renville Transit Board will include two Kandiyohi County Commissioners, two Willmar City Council Members, two Renville County Commissioners, and two elected officials from remaining local units of government. The proposed Joint Powers Agreement, which has been presented to the County Attorneys, the Willmar City Attorney, and the KAT Attorney for their review, will need to be ratified by both County Boards and the Willmar City Council.

The Committee was recommending the Council approve the concept of the proposed new Transit Joint Powers Board structure and agreement. Council Member Anderson moved to approve the recommendation with Council Member Fagerlie seconding the motion, which carried.

Chair Denis Anderson left the Finance Committee meeting at 5:43 p.m. with Vice-Chair Johnson assuming Chair duties.

Item No. 4 The Committee received the following reports: First Quarter Rice Trust Activity, First Quarter Investment Activity, March 31, 2014, Investment Listing, First Quarter Interest/Dividends by Institution, Ten-Year Historical Interest/Dividends by Quarter, and Ten-Year Historical Investment Balances by Quarter. This matter was taken for information only.

Item No. 5 Staff reported that the Finance Committee meeting scheduled for May 12, 2014, will include a financial status report from Rice Memorial Hospital representatives and discussion of the 2014B Street Improvement Financing.

Council Member DeBlieck sought clarification in the Finance Committee Minutes in relation to the \$250,000 designated in the CIP for Auditorium/Indoor Gun Range Improvements. Reference was made to the December 2, 2013 motion in the Council minutes. Council Member Christianson referenced the CIP reports stated the Gun Range only. It was the consensus of the members of the Council that the funding sources will be all inclusive and that the projects are tied together. Staff was directed to refer to the December 2, 2013 City Council minutes and/or video recording to clarify how it was phrased.

Item No. 6 There was no old business for the Committee to discuss.

Item No. 7 There was no new business for the Committee to discuss.

The Finance Committee Report for April 28, 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 Fagerlie, and carried.

The Public Works/Safety Committee Report for April 29, 2014 was presented to the Mayor and Council by Council Member Christianson. There were seven items for consideration.

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

Item No. 2 Jason VerSteege of Duininck, Inc. presented the proposed Waterview Business Park Phase 2 to the Committee. The project would consist of extending 24th Avenue to connect with Lakeland Drive SE and relocating a portion of 19th Avenue. Possible benefits of the project were discussed with the committee. Project funding is yet to be determined.

Questions were raised from the Committee regarding storm water issues. Duininck, Inc. will work with the Army Corps of Engineers and staff regarding City ordinances and MPCA requirements. This was received for information only.

Item No. 3 Staff presented a recommendation to award the contract to Duininck Inc. in the amount of \$2,421,172.50 for the MinnWest Lift Station/Lakeland Drive Sewer Project, with a base bid of \$2,297,278.50 including Alternate A (\$43,342.00) and B (\$80,552.00) which adds 1267 feet of Cured In Place Pipe (CIPP) and five manhole rehabilitations. The award is contingent on MPCA approval, however it was noted the comment period had passed so the approval should be in place shortly.

The Committee was recommending that the contract be awarded for the MinnWest Lift Station/Lakeland Drive Sewer Project to Duininck Inc. in the amount of \$2,421,172.50 contingent upon MPCA approval. Resolution No. 3 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 3

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Duininck Inc. of Prinsburg, Minnesota for Project No. 1310 is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$2,421,172.50.

Dated this 5th day of May, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 4 Staff presented a recommendation to award the contract for the 2014 Crack Sealing, Project No. 1406 to Glieden Enterprises LLC in the amount of \$33,500.00 and authorize the Mayor and City Administrator to execute the agreement on behalf of the City. Committee briefly discussed using any additional monies from the Public Works budget for crack seal repair on additional streets. Staff will be researching possibilities for that option. The remainder of the budget is to be used for seal coat and pavement marking.

It was the recommendation of the Committee that the contract be awarded for the 2014 Crack Sealing, Project No. 1406, to Glieden Enterprises LLC in the amount of \$33,500.00. Resolution No. 4 was

introduced by Council Member Christianson, seconded by Council Member DeBlieck, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 4

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Glieden Enterprises, LLC of Belgrade, Minnesota for Project No. 1406 is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$33,500.00.

Dated this 5th day of May, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 5 The Committee reviewed staff's requests for approval of four permit applications allowing construction/use of private archery range designs as illustrated on the applications. The permits were reviewed by Chief Wyffels and approved for Dan O'Meara, located at 1609 College Park Circle; Bruce DeBlieck, located at 820 7th Street NW; Gary Gilman, located at 500 34th Street NW; and Michael Gardner, located at 1401 16th Street SW.

Following discussion of the applications, Council Member Christianson moved to approve the Private Archery Range Permit Requests with Council Member Dokken. The motion carried, with Council Member DeBlieck abstaining.

Item No. 6 Fire Chief Gary Hendrickson noted there have been 90 fire calls for the year so far and highlighted that May 4th through the 10th is Arson Awareness Week. Police Chief Dave Wyffels noted the jail census for April 29, 2014 was 79, and that the calls for service for the previous two weeks totaled 587. These statistics were given for information only.

Item No. 7 Staff presented a recommendation to approve plans and specifications for the 2014 Street Lighting Project No. 1407 along Willmar Avenue SW from County Road 5 to 22nd Street SW as presented and authorize signatures and call for advertisement for bids to be opened on June 3rd, 2014. The project includes the installation of 13 steel pole breakaway street lights.

The Committee was recommending accepting staff's recommendation for their approval. Resolution No. 5 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 5

WHEREAS the City Engineer of the City of Willmar has presented to the City Council plans and specifications for Project No. 1407 for the City of Willmar;

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

Final plans and specifications are hereby approved, and publication of the advertisement for bids is herewith authorized. Bids will be publicly opened and read at 1:00 p.m. on the 3rd day of June, 2014, at the City Office Building, 333 Southwest Sixth Street, Willmar, Minnesota.

Dated this 5th day of May, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

The Public Works/Safety Report for April 29, 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 Fagerlie, and carried.

The Community Development Report for May 1, 2014 was presented to the Mayor and Council by Council Member Fagerlie. There were five items for consideration.

Item No. 1 There were no public comments.

Item No. 2 Staff presented final details about the tax increment financing program for the Jennie-O Turkey Store Expansion Project for the Committee's consideration. This matter is scheduled to go to Council on May 5, 2014 for a public hearing as required by Statute. The hearing process will require two steps. The first step will be to conduct a public hearing to amend the Municipal Development District which is the basis for creating the Tax Increment Financing District. The second action that will need to be taken is to approve the Tax Increment Plan. Both actions will require resolutions. Staff reviewed the Tax Increment Financing Plan for the project (see attachment). The financial implications were noted, as were the statutorily required findings for the creation of the Tax Increment Financing District. The matter was received for information.

Item No. 3 Steve Renquist, Director of the City of Willmar/Kandiyohi County Economic Development Commission, presented information to the Committee regarding Economic Development Commission activities. The documents presented to the Committee consisted of the following:

- A. Goals and strategies related to economic development activities
- B. Current projects
- C. Estimate of return on investment for EDC budget expenditures
- D. Recommendations for EDC priorities

Mr. Renquist concluded his presentation by offering some development statistics related to EDC programs. Council Member Fagerlie then offered the opportunity to Mr. Renquist to address the Council and respond to questions. This was received for information only.

Item No. 4 Council Member Johnson expressed concern about the new solid waste ordinance; specifically, that there was inadequate enforcement. Staff reminded the Committee that the ordinance was to be a complaint-driven process and that there had been very few complaints received lately. Staff is still adjusting to the new ordinance and working with the Police Department who is preparing the forms for the administrative citations. One suggestion from staff was that there be an "enforcement beat" that a staff person could walk weekly in the Central Business District to take a more proactive approach. The Committee discussed the Task Force process and ordinance, but was not in agreement on the issue of enforcement methodologies.

The Committee was directing the City Administrator to draft a policy for aggressive enforcement of the new Solid Waste Ordinance. Council Member Fagerlie moved to approve the recommendation of the Community Development Committee with Council Member Johnson seconding the motion. Discussion was held pertaining to having the Community Service Officers issue citations in the Central Business District and other means of enforcement. The motion to draft the policy carried.

Staff provided status reports on the Rule Tire building, Erickson building, and Habitat for Humanity House on 7th Street Northwest. The question was raised as to the demolition progress on the Erickson building. Planning and Development Director Bruce Peterson explained that the permit requirement for the Erickson building states the contractor has six months to demonstrate progress or they will be taken to court. There appears to be some inside demolition taking place along with electrical work.

Item No. 5 Staff informed the Committee that the City had recently been informed that an error had been made in the preparation of the Willmar Industrial Park Third Addition plat. One lot dimension was shown incorrectly on the plat, but that error has since been corrected. It is necessary to file a Surveyor's Certificate of Plat Correction, and this document has been drafted by Bonnema Surveys who prepared the original plat.

The Committee recommended to the Council that the Surveyor's Certificate of Plat Correction be approved and that the Mayor and City Clerk be authorized to execute the certificate. Council Member Fagerlie moved to approve the recommendation of the Community Development Committee with Council Member Anderson seconding the motion, which carried.

The Community Development Report for May 1, 2014, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Fagerlie, seconded by Council Member Dokken, and carried.

City Clerk Kevin Halliday presented a list of polling locations for consideration for the 2014 Elections. The City is required by law to publish/post the polling locations for the Primary Election, scheduled for August 12 and the General Election, scheduled for November 4, 2014. As per Minnesota Statute it is necessary to pass a resolution designating the polling locations giving notice to voters. Ward 1, Precinct 3, which was held at the Ridgewater College and can no longer be due to current year construction and future space limitations, will be held at the Word of Faith Family Church. Registers voters in the ward will be notified by mail. Resolution No. 6 was introduced by Council Member Anderson, seconded by Council Member Ahmann, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 6

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that the following buildings be designated as the official voting locations for the 2014 Primary and General Elections:

FIRST WARD:	1 st Precinct	Willmar Community Center 624 North Highway 71
	2 nd Precinct	Lakeview Apartment Building 300 North 7th Street
	3 rd Precinct	Word of Faith Family Church 3010 7 th Avenue Northwest
SECOND WARD:	1 st Precinct	St. Mary's Catholic Church 713 Southwest 12th Street
	2 nd Precinct	Vinje Lutheran Church 1101 Willmar Avenue Southwest
	3 rd Precinct	Christian Reform Church 1708 Southwest 8th Street
THIRD WARD:	1 st Precinct	Willmar Conference Center 2100 East Highway 12
	2 nd Precinct	Highland Apartments 115 East Becker Avenue
	3 rd Precinct	City Auditorium 313 West 6th Street

