

**PUBLIC WORKS/SAFETY COMMITTEE  
MINUTES**

The Public Works/Safety Committee of the Willmar City Council met on Wednesday, October 7, 2020 by electronic means on GoTo Meeting teleconference.

Present: Andrew Plowman ..... Chair  
Julie Asmus ..... Vice Chair  
Fernando Alvarado .....Member  
Audrey Nelsen .....Member

Others present: City Administrator Brian Gramentz; Public Works Director Sean Christensen; Police Chief Jim Felt; Fire Chief Frank Hanson; Public Works Superintendent Gary Manzer; Engineering Administrative Assistant Kelsi Delbosque; Shelby Lindrud "West Central Tribune".

Item No. 1      Call to Order

The meeting was called to order at 5:08 p.m.

Item No. 2      Public Safety Update (Information)

Staff brought forth, for information, the police and fire statistics for the month of September.

Item No. 3      Snow Emergency Discussion (Information)

Staff brought forth, for discussion, the snow emergency practices for both Central Business District and City-wide emergencies. The Committee discussed how well things worked last year and no changes were recommended at this time for the upcoming winter season. The City will continue to use as many forms of notification as possible to inform residents of the emergencies. Staff reminds residents to keep garbage and recycle cans off the street and behind the curb.

Item No. 4      Construction Update (Information)

Staff brought forth, for information, an update on the 2020 street improvement construction projects currently underway.

Item No. 5      Fire Department Outdoor Sign (Resolution)

A motion was made by Council Member Nelsen, seconded by Council Member Asmus to approve the purchase of an outdoor community display sign from Quick Signs of Willmar in the amount of \$27,675 to be installed at the Fire Station along 1<sup>st</sup> Street. The City was granted over \$1.6 million to be spent in the response to the COVID-19 pandemic. The purchase of an outdoor community sign would meet the requirements and could be used for pandemic information as well as community and City announcements. Two quotes were received, with the low from Quick Signs of Willmar in the amount of \$27,675. The motion carried.

Item No. 6      Project No. 2003-A Change Order Nos. 1 & 2 (Resolutions)

A motion was made by Council Member Nelsen, seconded by Council Member Asmus to adopt the resolution authorizing Change Order No. 1 in the amount of \$21,250 for Project No. 2003-A 1st Street Overlay. A motion was made by Council Member Nelsen, seconded by Council Member Asmus to adopt the resolution authorizing Change Order No. 2 in the amount of \$100 for Project No. 2003-A 1st Street Overlay. The project includes the overlay of 1st Street S from 19th Avenue to the west bound TH 23 ramps. Change Order No. 1 resulted from modifications to catch basin castings to correct curb alignment. Change Order No. 2 resulted from adjustments to catch basin iron castings to correct grade and alignment. The motion carried.

Item No. 7      Willmar Wye Watermain Change Order No. 13 (Resolution)

A motion was made by Council Member Asmus, seconded by Council Member Alvarado to adopt the resolution approving Change Order No. 13 of Construction Contract No. 180701 with MnDOT in the amount of \$210,139.92. The Change Order was due to additional design in the amount of \$34,114.63 and construction for the watermain in the amount of \$176,025.29 for the Willmar Wye project. It will be split 50/50 with MUC per the Master Utility Agreement with each entity responsible for \$105,069.96. The motion carried.

There being no further business to come before the Committee, the meeting was adjourned at 6:13 p.m. by Chair Plowman.

Respectfully submitted,



Sean E. Christensen, P.E.  
Public Works Director